Chapter 7: Procurement

MWR/VQ:

Manual purchase requisitions will be created at the activity level, including the approval process and will be forwarded to the regional office for processing into the SAP system.

Purchase orders (PO) will be prepared using the SAP system, signed by the Contracting Officer and forwarded to the vendor for processing. Copies of the purchase orders will be forwarded to the requesting activity and receiving agent.

Receiving information must be documented on the purchase order. Each line will be reviewed and a notation made to indicate quantity received.

Upon completion of receiving, the document (purchase order) will be signed by the receiving agent with a receiving date noted. This document will be immediately forwarded to the regional accounting office for processing. If the receipt of shipment is a partial receipt, a notation as such should clearly be made. Any invoices or delivery slips that may be received with the merchandise should also be forwarded to the regional accounting office.

The basic procurement steps for goods and services are:

Vendor master records must be created before a PO can be entered.

Manual Purchase Requisition

- Always created manually for MWR and VQ and follow the standard MWR/VQ business processes
- Created for all purchase orders

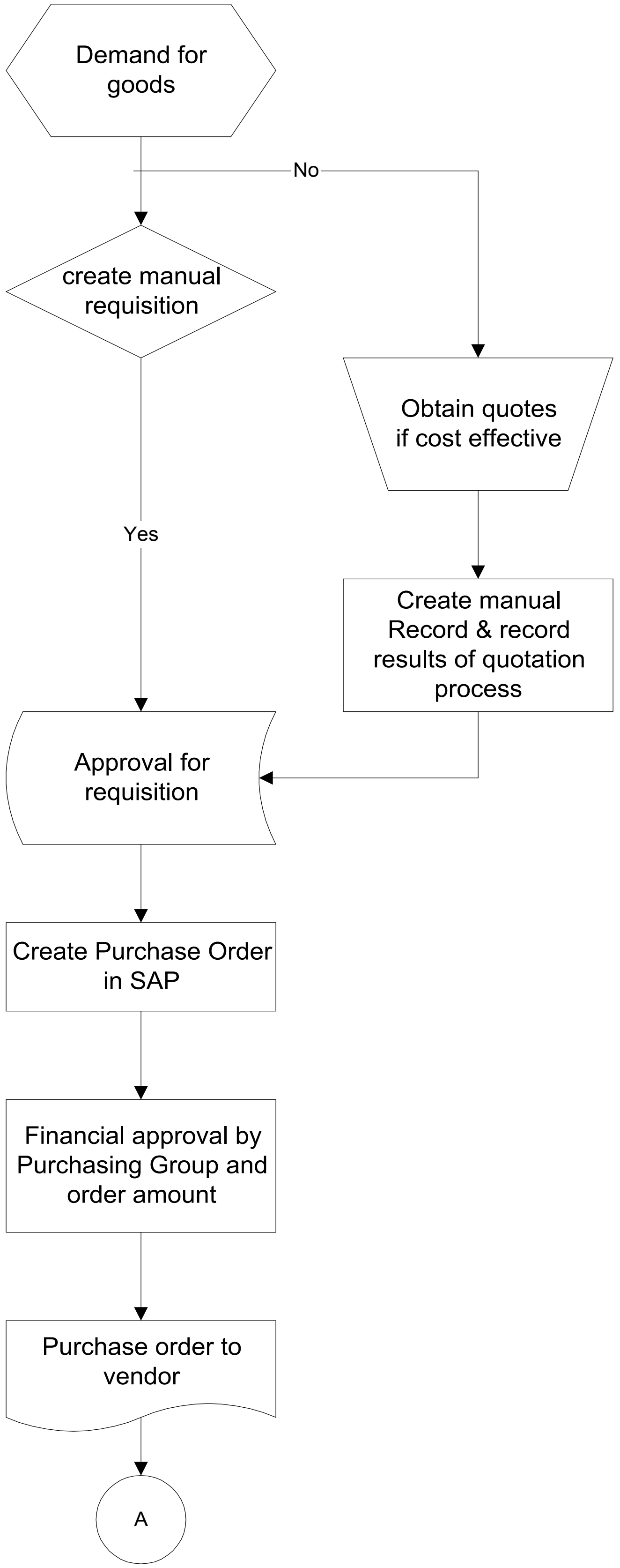
Approved Manual Purchase Requisition

- Are subject to financial authorization by the appropriate delegated authority
- Monitoring of purchase requisitions is, and will continue to be, a manual process

Purchase Order

- Approved Manual Purchase Requisition is entered by a procurement clerk into SAP to create a purchase order
- Monitoring of purchase orders will be an SAP process

Procurement process


Demand for goods
No
create manual requisition
Obtain quotes if cost effective
Yes
Create manual Record & record results of quotation process
Approval for requisition
Create Purchase Order in SAP
Financial approval by Purchasing Group and order amount
Purchase order to vendor
A

Manual Purchase Requisition required

Note: This is a manual process

Approved Purchase Requisition: The completed form (with proper approval) is forwarded to the regional accounting office by the Requisitioning Officer when a new Purchase Order is required.

Manual Goods receipt

- In MWR and VQ, goods receipts must be confirmed by the requisitioning officer prior to the goods receipt/PO form being forwarded to the regional MWR central accounting office.
- Goods receipts are entered into SAP at the regional MWR central accounting office by the accounts payable clerk.
- Goods receipt must match the purchase order.

Invoice Verification

- Invoice verification (entry of vendor PO-related invoices) will occur in the regional MWR central accounting office
- Vendor payment is always based on vendor invoice matching the goods receipt. **There is a 5 % tolerance (over or under) for an invoice that does not match the goods receipt unit price. This tolerance will allow any line item to vary from the purchase order unit price. There is no tolerance for quantity to vary from purchase order to invoice. There is a small early delivery tolerance set. This protects against goods subject to spoilage from being delivered too early.** This tolerance is roughly 3 days for an item priced at $100.00.

☑ Create Purchase Order (For Inventory, Supplies, Services, Prepaid Tickets, Consignment and other “Stock” Inventory)

This transaction should be used for creating **perishables/services/consumables and prepaid/ consignment item** purchase orders.

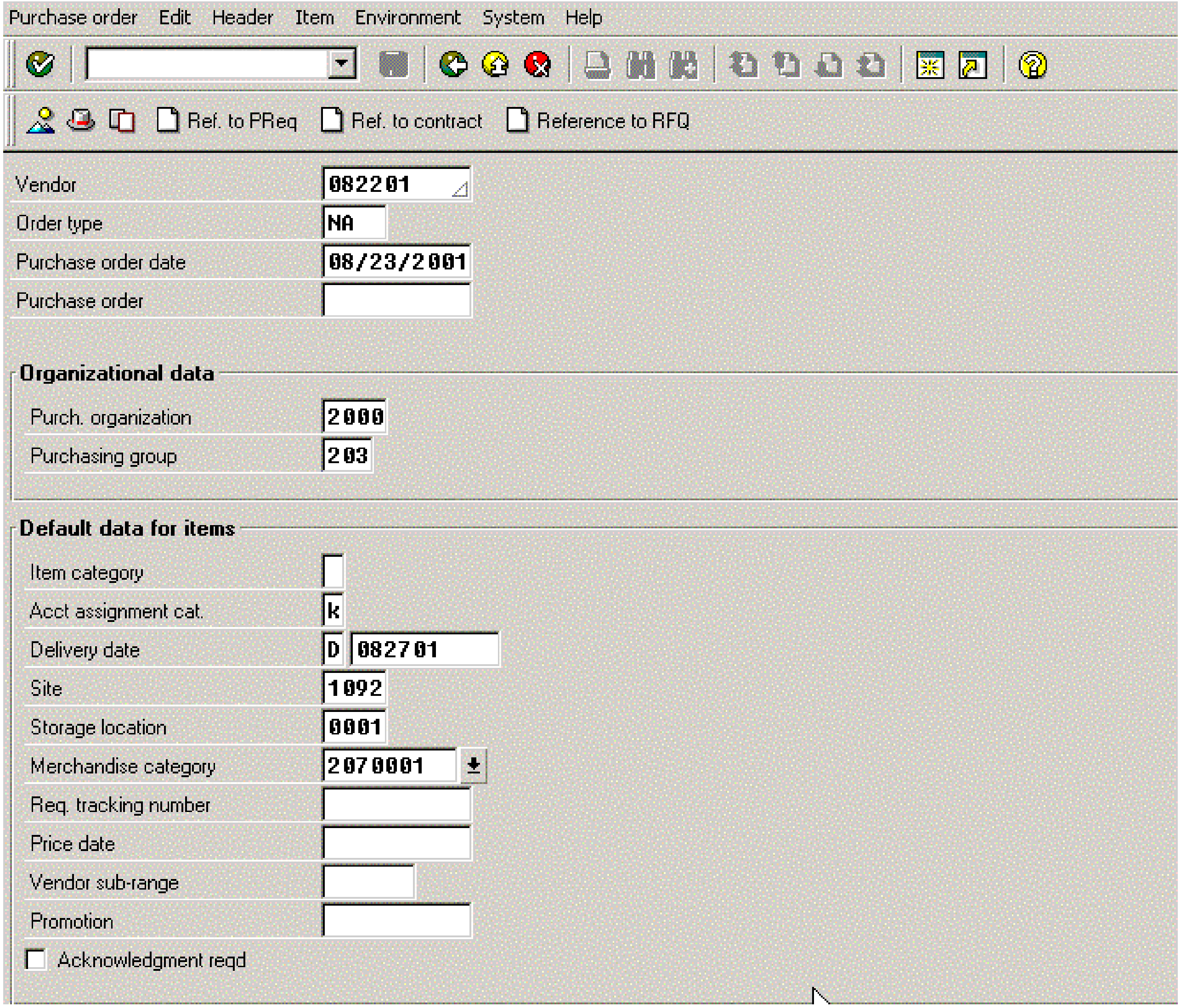
LOGISTICS ➔ RETAILING ➔ PURCHASING ➔ PURCHASE ORDER ➔ PURCHASE ORDER ➔CREATE ➔ VENDOR KNOWN

Transaction: **ME21**

Screen 1: Create Purchase Order: Initial Screen

Field	Description/Usage
Vendor	Enter the vendor account number for which the purchase order will be issued. Note that if the vendor has never been used before, a vendor master record must have already been created. MWR HQ procurement will create vendor master records on an ad hoc basis for all bases/funds.
Order Type	Enter order type NB for Purchase Orders under $25, or enter order type NA for Purchase Orders over $25K
Purchase order date	Enter the date for the purchase order.
Purchase order	Leave this field blank. System will assign a purchase order number automatically.
Organizational data	
Purch Organization	Always use purchasing organization 2000, which is the only valid MWR and VQ Purchasing Organization. A purchasing organization is really a meaningless organization structure for MWR, but is required by SAP.
Purchasing Group	Enter the appropriate purchasing group
Default data for items	
Item Category	Enter (Blank) for Standard
Acc. Assignment Cat	Enter the necessary account assignment category: K – Cost center procurement (used for non-asset based procurement) S – USA Program (used to identify those items to be USA’d) F – Internal order and cost center procurement (used when procuring for a special event that will be tracked using an internal order)
Delivery Date	Enter the desired Delivery Date.
Site	Enter the site code that coincides with the company code for which the requisitioned items are being procured.

Merchandise category	Enter the appropriate merchandise category for the items being procured: 2050001 TEXT RENTALS 2070001 TEXT SUPPLIES/SERVICES
Acknowledgement reqd	Check this indicator if each purchase order item is to be acknowledged by the vendor.


Purchase order
Edit
Header
Item
Environment
System
Help
Ref. to PReq
Ref. to contract
Reference to RFQ

Vendor: 082201
Order type: NA
Purchase order date: 08/23/2001
Purchase order:

Organizational data

Purch. organization: 2000
Purchasing group: 203

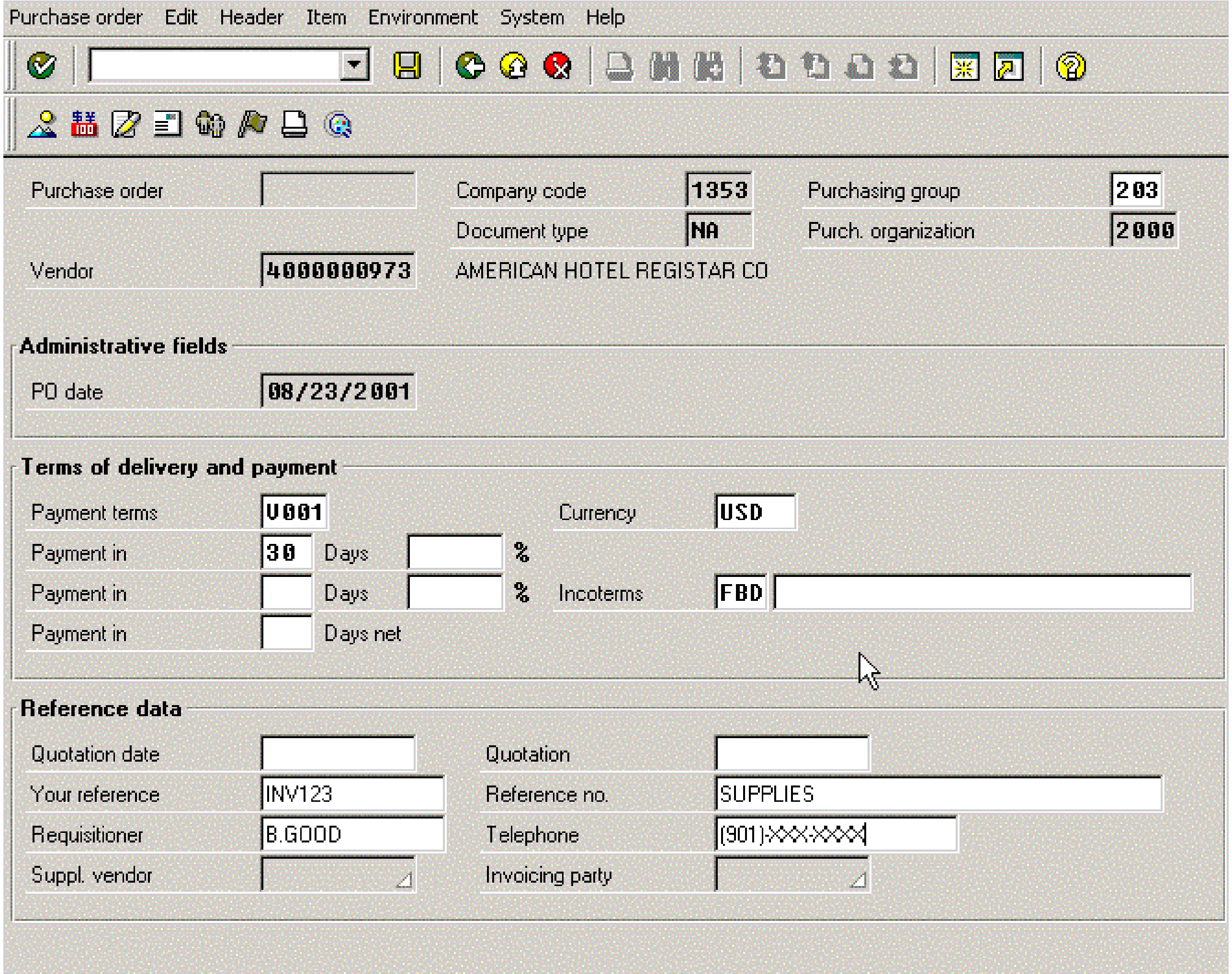
Default data for items

Item category:
Acct assignment cat.: k
Delivery date: D 082701
Site: 1092
Storage location: 0001
Merchandise category: 2070001
Req. tracking number:
Price date:
Vendor sub-range:
Promotion:
☐ Acknowledgment reqd

Press the Enter key or click the green checkmark ✓ to continue.

Screen 2: Create Purchase Order: Header Data

Field	Description/Usage
Incoterms	This field represents shipping terms and should default to the shipping terms from the vendor master record. Shipping terms normally used **“free on board - destination”(FBD) or “free on board-shipping point” (FBS) . The second field should be used to define the BASE location of the delivery destination (i.e. Naval Station XYZ)**
Quotation Date	Enter the date the quotation was given if applicable
Quotation	Enter the number of the quotation if applicable
Your Reference	Enter the locally determined requisition number if appropriate. If not, you can enter ‘.’ as default or use the field for another data element determined by local users.
Reference Number	This requirement has been determined to be optional under SAP .We suggest using this field to identify “USA purchases”, or use the field to identify some other piece of data such as AFNAFPO contract number or GSA contract number.
Requis. officer	Enter the name of the Requisitioning officer (Activity Manager)
Telephone	Enter Telephone Number of Requis. Officer



Purchase order		Company code	1353	Purchasing group	203
		Document type	NA	Purch. organization	2000
Vendor	4000000973	AMERICAN HOTEL REGISTAR CO			

Administrative fields

PO date: 08/23/2001

Terms of delivery and payment

Payment terms	V001				Currency	USD
Payment in	30	Days		%		
Payment in		Days		%	Incoterms	FBD
Payment in		Days net				

Reference data

Quotation date		Quotation	
Your reference	INV123	Reference no.	SUPPLIES
Requisitioner	B.GOOD	Telephone	(901)-XXX-XXXX
Suppl. vendor		Invoicing party	

Press the Enter key or click the green checkmark ✓ to continue.

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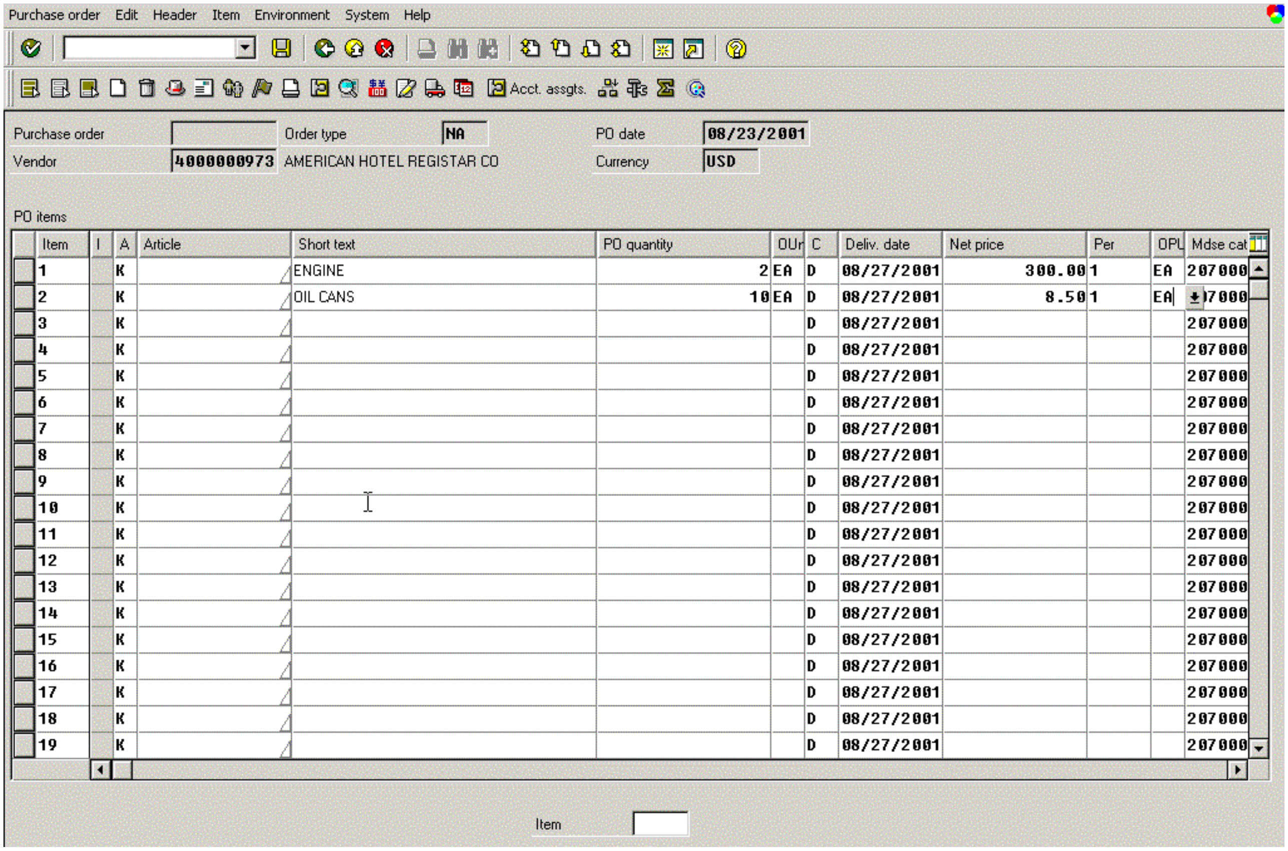
Screen 3: Create Purchase Order: Item Input

Field	**Description/Usage**
Article	Leave Blank.
Short Text	Enter the appropriate Reference Short Text Description.
PO Quantity	Enter the appropriate Number of Items Ordered.
OUn	Order unit (i.e. EA for each)
Delivery date	If you selected a delivery date in the document header, the date will carry over to all line items. If not enter date of delivery, or system defaults today's date.
Net price	Enter net ordered price
Per	Value specifying for how many units of the order price unit the price is valid.

OPUn	Order price unit. Order price units and Order units are often identical. However, you may purchase items that are "prices (for example) by the case, but are purchased by individual unit. In these instances, you will be prompted to provide the system with a conversion of the individual unit to case. For example, you may buy wine by the bottle, but it is priced by the case – you must provide the conversion amount of bottle to case (usually 12 bottles to a case).
R (Returns)	Check this box if the item is being returned to the vendor.
Free	Check this box if the item is of no cost. For example if a vendor offers a "Buy ten get one free" special, ten items should be purchase on one line and the free item should be on another line and checked as Free.



Purchase order
Order type NA
PO date 08/23/2001
Vendor 4000000973 AMERICAN HOTEL REGISTAR CO
Currency USD

PO items

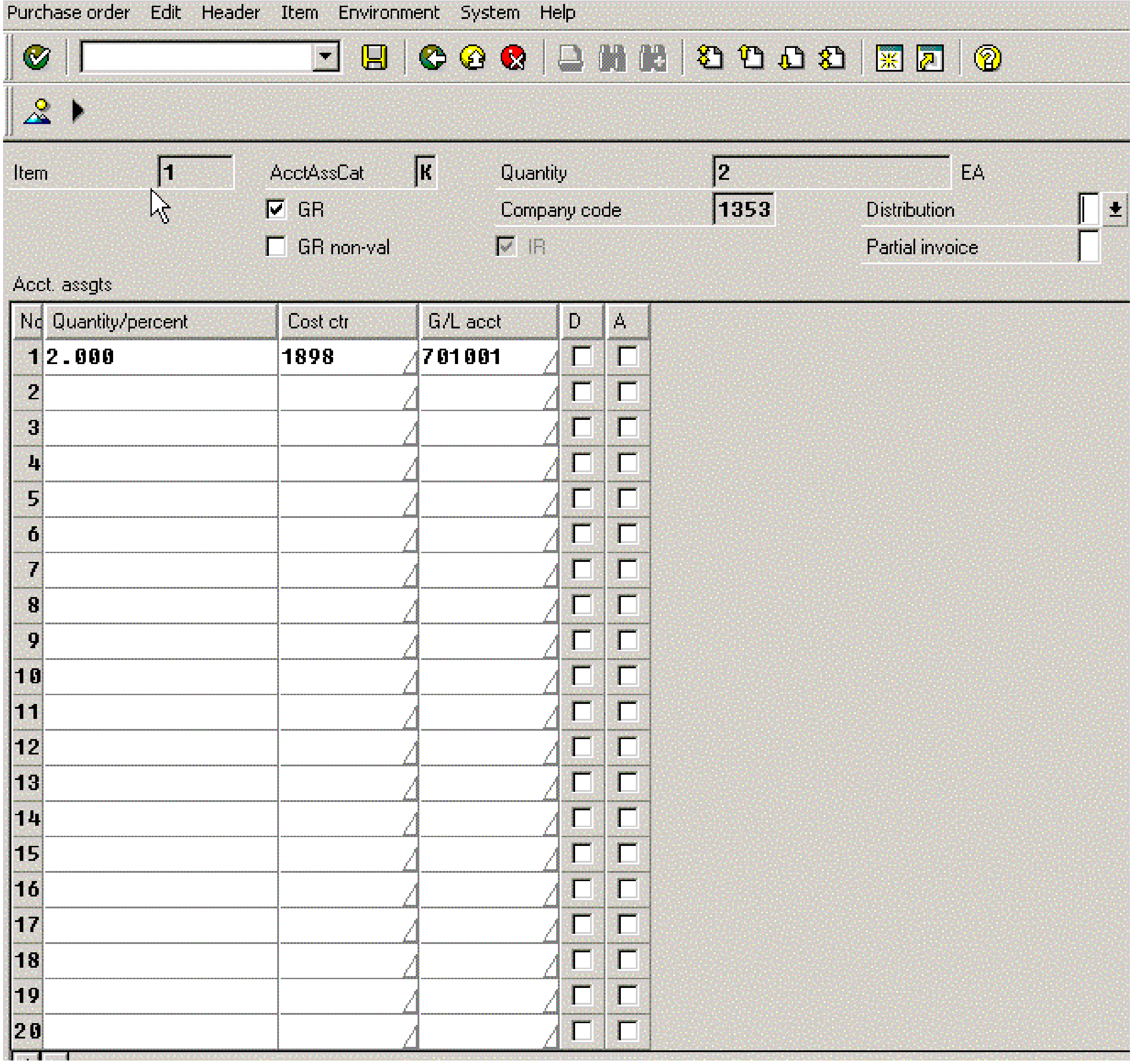
Item	I	A	Article	Short text	PO quantity	OUn	C	Deliv. date	Net price	Per	OPU	Mdse cat
1		K		ENGINE	2	EA	D	08/27/2001	300.00	1	EA	207000
2		K		OIL CANS	10	EA	D	08/27/2001	8.50	1	EA	07000
3		K					D	08/27/2001				207000
4		K					D	08/27/2001				207000
5		K					D	08/27/2001				207000
6		K					D	08/27/2001				207000
7		K					D	08/27/2001				207000
8		K					D	08/27/2001				207000
9		K					D	08/27/2001				207000
10		K					D	08/27/2001				207000
11		K					D	08/27/2001				207000
12		K					D	08/27/2001				207000
13		K					D	08/27/2001				207000
14		K					D	08/27/2001				207000
15		K					D	08/27/2001				207000
16		K					D	08/27/2001				207000
17		K					D	08/27/2001				207000
18		K					D	08/27/2001				207000
19		K					D	08/27/2001				207000

Item

Press the Enter key or click the green checkmark ✓ to continue.

Screen 4: Create Purchase Order: Account Assignment for Item XXXXX

Field	Description/Usage
GR	With single account assignment, only flag the GR checkbox. With multiple account assignment flag the GR non-val checkbox as well as the GR indicator. SAP does not currently allow valuation at time of goods receipt for purchase order items that use multiple account assignment. Valuation means that the general ledger is updated.
GR non-val	Check to specify that the goods receipt for this item is not to be valuated at time of goods receipt. This indicator is only required for multiple account assignment PO items. Many asset purchases require multiple account assignment (e.g. purchasing 200 cases of golf balls on a single PO line item, but some of the cases need to be expensed to a different cost center.
Distribution	This field is only required when using multiple account assignment. Enter "1" to apportion the total value of the PO line item to each individual asset based on the quantity each asset record will be assigned (usually a one-for-one basis).
Partial invoice	This field is only required when using multiple account assignment. Enter "2" to apportion of partial invoice receipt (IR) quantities to goods receipt (GR) quantities on a proportionate basis.
Quantity	If the costs associated with the PO item are to be expensed to a cost center, enter the quantity of the total PO item quantity that should be assigned to this cost center.
Cost center	Enter the cost center to which the PO item costs should be expensed. If multiple account assignment is to be used, then enter each cost center on a different line beside the appropriate quantity.
G/L account	Enter the g/l account to which the PO item costs should be coded. If multiple account assignment is to be used, then enter each g/l account on a different line beside the appropriate cost center. ***Remember if you are procuring an item you want to be "USA'd" you must use the "S" as account assignment category and encode the item to the original expense account (e.g. 701000, 686000, 703000, etc.) Do NOT enter USA Offset account number in this field – you will receive an ERROR!***
D	To delete a particular account assignment line item, flag corresponding the deletion indicator. Press Enter to actually delete the line item.
A	Flag this indicator to display further information on an account assignment.


Purchase order
Edit
Header
Item
Environment
System
Help

Item 1 AcctAssCat K Quantity 2 EA

☑ GR Company code 1353 Distribution

☐ GR non-val ☑ IR Partial invoice

Acct. assgts

No	Quantity/percent	Cost ctr	G/L acct	D	A
1	2.000	1898	701001	☐	☐
2				☐	☐
3				☐	☐
4				☐	☐
5				☐	☐
6				☐	☐
7				☐	☐
8				☐	☐
9				☐	☐
10				☐	☐
11				☐	☐
12				☐	☐
13				☐	☐
14				☐	☐
15				☐	☐
16				☐	☐
17				☐	☐
18				☐	☐
19				☐	☐
20				☐	☐

Click ⬅ to return to the previous screen.

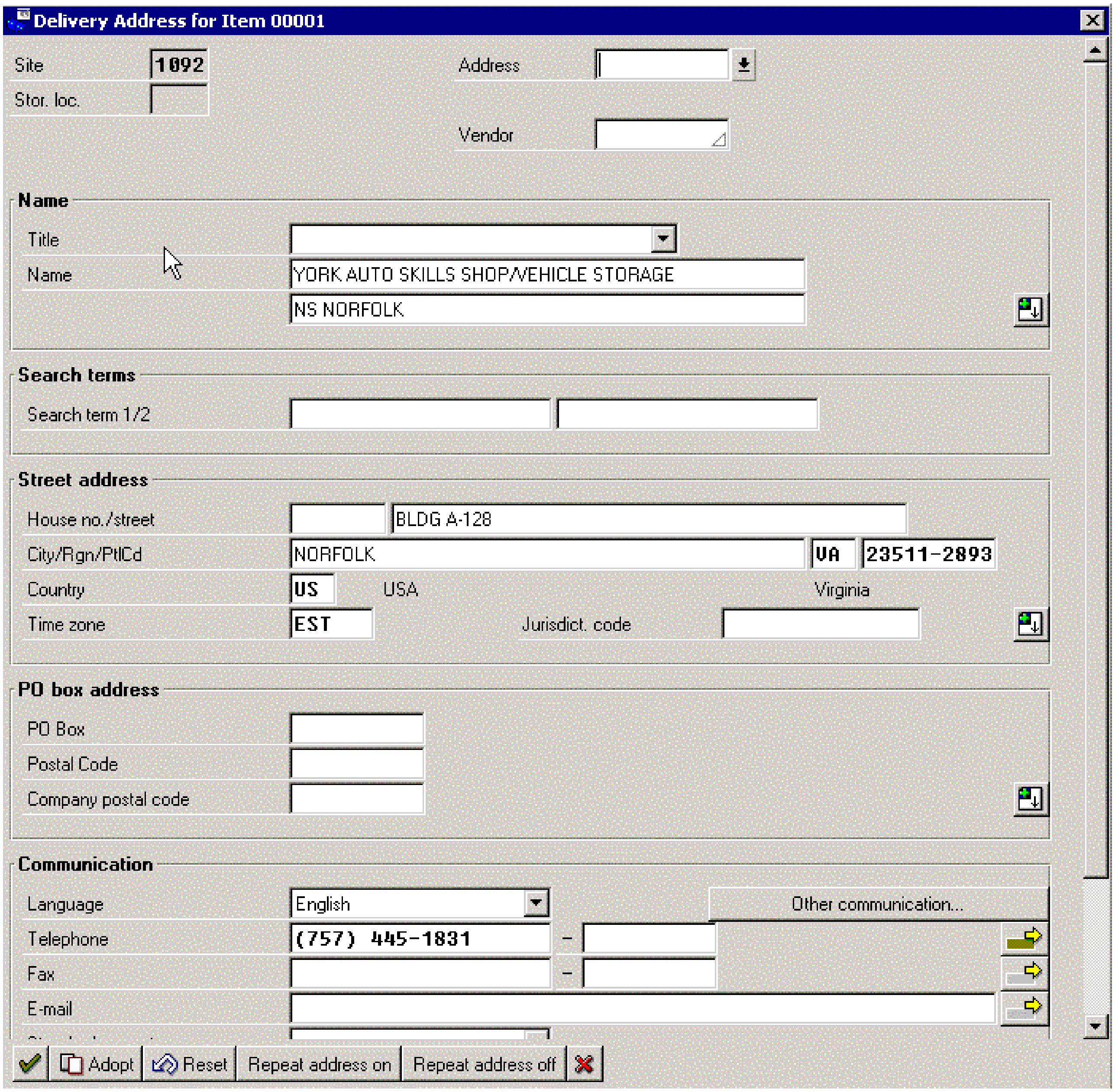
Now select the PO item by clicking once on the line itself to add further details.

To add a delivery address to the PO line item use the Menu Bar path: **Item → More functions → Delivery address**

Screen 1: Delivery address for item XXXXX

Field	Description/Usage
Address (Top right)	The delivery address will default from the site's master record. If an alternative address is needed for delivery you may type this in manually. Though the screen shows that 40 characters can be typed in for the "NAME" of the delivery location, the system will produce a warning message indicating that the last 5 characters may NOT PRINT out properly on the purchase order. You can click through this warning, but you may notice the address does NOT print in full on the actual purchase order document. We suggest you use only 35 characters to record the NAME. If the delivery address will be used regularly, contact the system administrator to request that the delivery address be created in the system and accessed through the pull down menu at the top of the screen.
Vendor	Leave this field blank.
Title	Enter the title of contact person if appropriate.
Name	Enter the name of contact person. This field must always be filled.

House Address	
Street	Enter the street address, including the building number and suite number.
House number	Leave this field blank. This field may be used in the future.
Postal code	Enter the ZIP code of the delivery address.
City	Enter the city.
District	Leave this field blank.
Country	The country always defaults to "US". For the pilot implementation, the country will always be "US".
Time zone	The system default value can be accepted.
Region	Enter the state code in this field.
Jurisdict. code	Leave this field blank as MWR and VQ do not charge or pay sales taxes.
Communication	
Telephone	Enter the telephone number of contact person for the delivery.
Fax	Enter the fax number of contact person for the delivery.


Delivery Address for Item 00001
Name
Search terms
Search term 1/2
Street address
PO box address
PO Box
Postal Code
Company postal code
Communication
Fax
E-mail
Other communication...
Adopt
Reset
Repeat address on
Repeat address off

Site 1092
Stor. loc.
Address
Vendor
Title
Name YORK AUTO SKILLS SHOP/VEHICLE STORAGE
NS NORFOLK
House no./street BLDG A-128
City/Rgn/PtlCd NORFOLK VA 23511-2893
Country US USA Virginia
Time zone EST
Jurisdict. code
Language English
Telephone (757) 445-1831

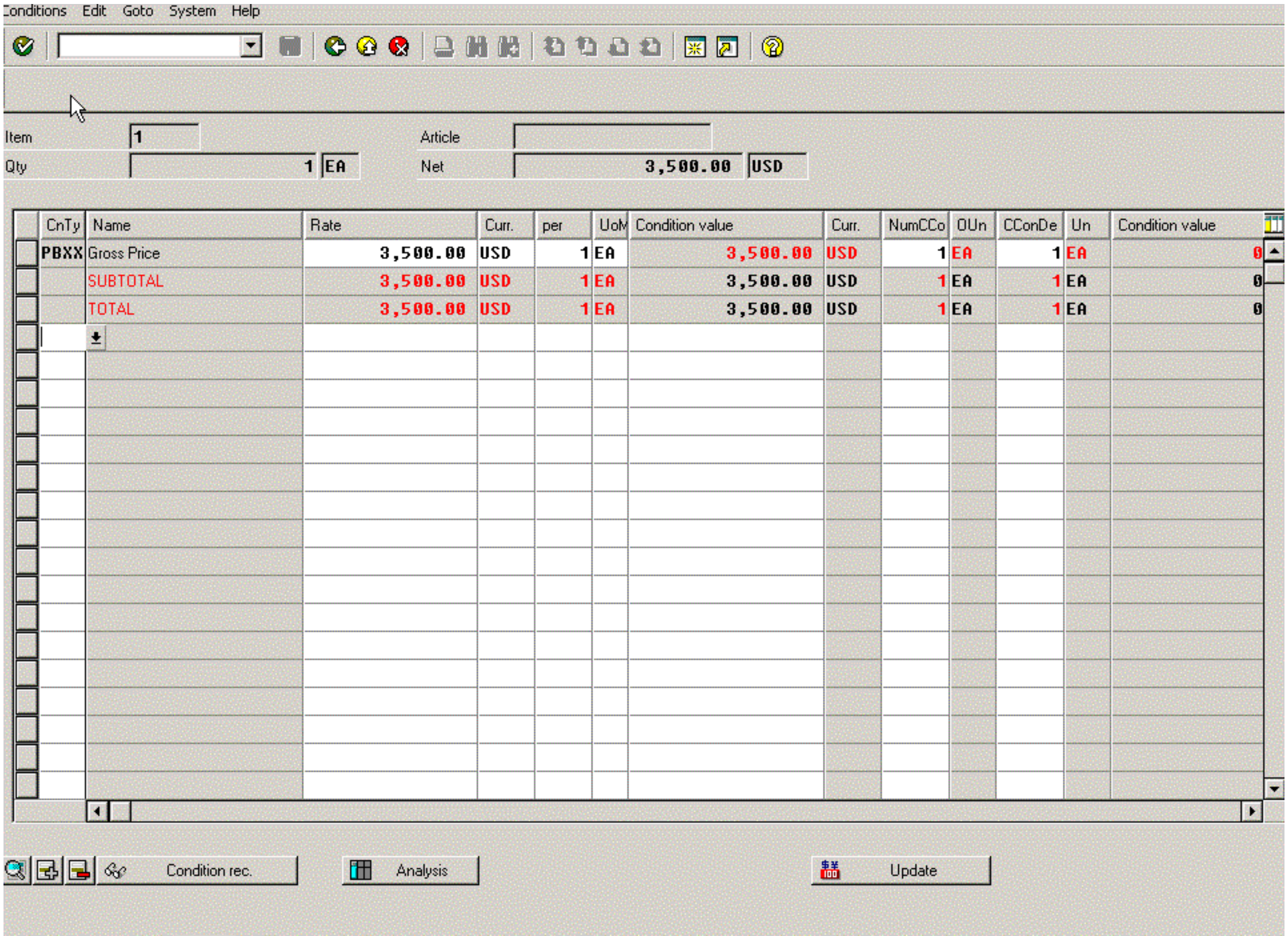
To use this delivery address for all subsequent PO line items, press the [Repeat address on] push-button. Press the Adopt icon to record the delivery address.

To add planned freight charges to the PO line item, select the item and use the Menu Bar path: **Item ➔ Conditions**

NOTE: Freight added to a PO line item will be expensed to that line item (to the G/L account number of the line item)

Screen: Purchase order create: Item conditions

Field	**Description/Usage**
CnTy	To enter a planned freight amount only, enter condition type FRB1. Using any other freight condition will cause the system to print the freight charge on the purchase order. These other condition types will however be accepted by the system. Be careful to always enter FRB1. An additional condition type is available-ZXXX. This condition should be used for set-up charges or fees.
Rate	Enter the freight amount as a single dollar amount.
Curr.	USD as default
Per	Leave this field blank.
UoM	Leave this field blank.



Item 1
Article
Qty 1 EA
Net 3,500.00 USD

CnTy	Name	Rate	Curr.	per	UoM	Condition value	Curr.	NumCCo	OUn	CConDe	Un	Condition value
PBXX	Gross Price	3,500.00	USD	1	EA	3,500.00	USD	1	EA	1	EA	0
	SUBTOTAL	3,500.00	USD	1	EA	3,500.00	USD	1	EA	1	EA	0
	TOTAL	3,500.00	USD	1	EA	3,500.00	USD	1	EA	1	EA	0

Press ✓ to record the planned freight amount. The system will now display the freight value and the total value of the purchase order. The cash discount condition can be ignored as it will not affect the total value of the purchase order. It is merely showing the potential cash discount that can be expected if the discount payment terms are met by the payment program.

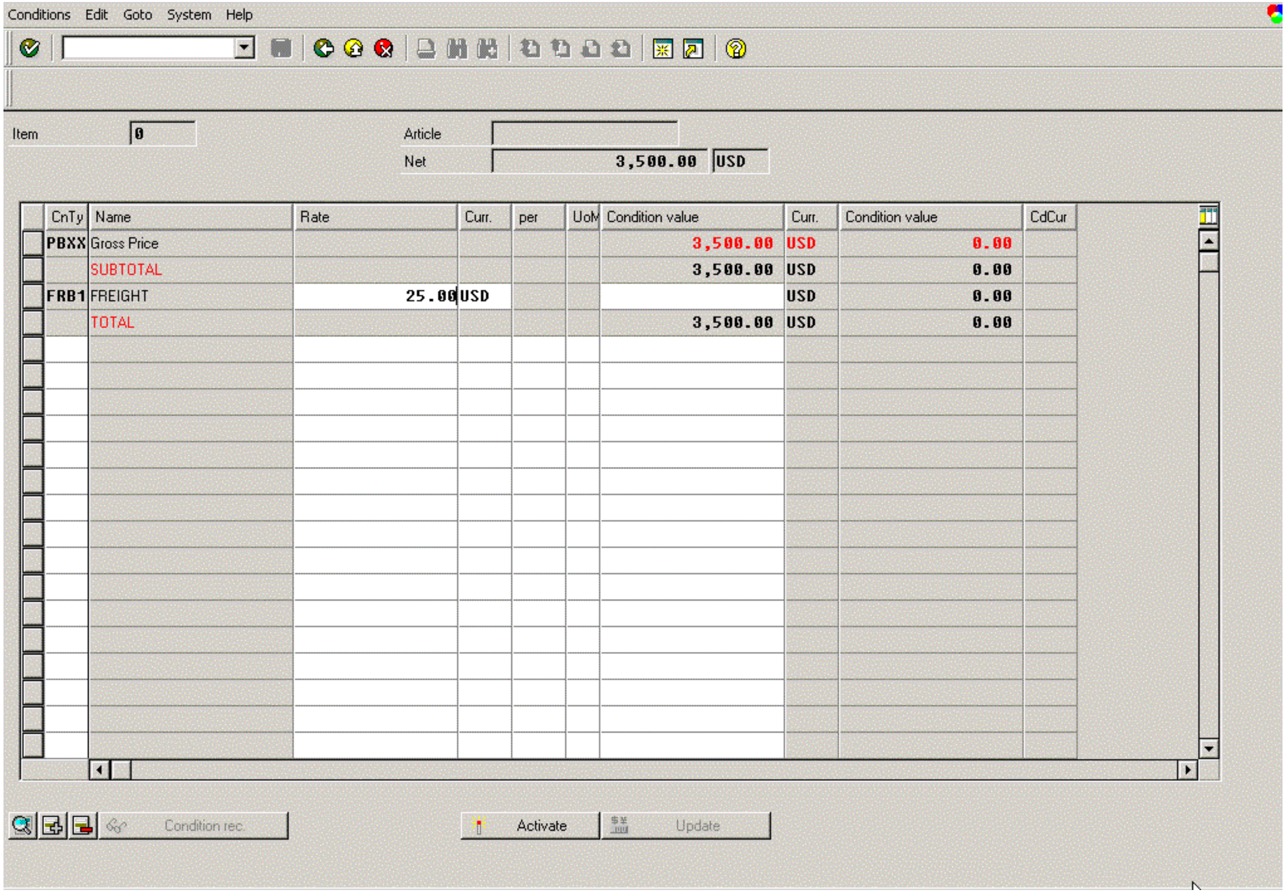
Click to return to the previous screen.

When entering planned freight (delivery costs) for a line item that uses multiple account assignment, the system will display a warning message asking whether the delivery costs should be deleted. Always choose “No”. The system may display this message several times. Always choose “No”. This warning message appears because currently the system cannot use planned delivery costs for multiple account assignment PO line items during the GR and IR stages of the procurement process. However, MWR and VQ procurement policy dictate that the freight charges must always appear on the purchase order. SAP is developing this functionality for a future release.

To add planned freight charges to the entire PO (that is freight that applies to all items on the PO and will be fairly allocated), DO NOT select a line item and use **Header** ➔ **Conditions**

NOTE: Freight added to the entire PO will be EQUALLY expensed to each line item (to the G/L account number of the line item)

Field	Description/Usage
Cnty	Use drop-down arrow and click on freight FRB1
Rate	Enter the total amount of freight on the purchase order
Currency	Leave Blank, will fill in automatically
Condition Value	Leave Blank,will fill in automatically



Item 0

Article

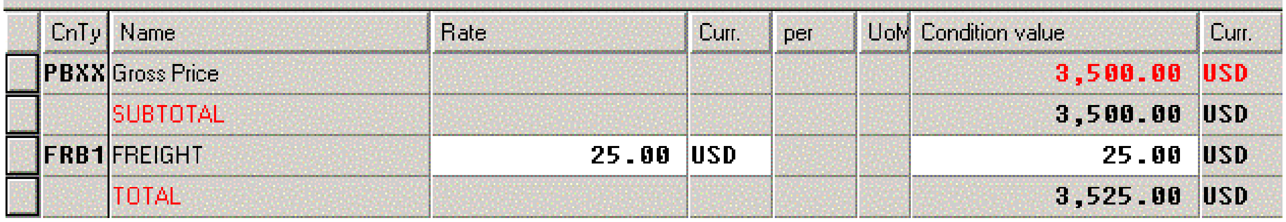
Net 3,500.00 USD

CnTy	Name	Rate	Curr.	per	UoM	Condition value	Curr.	Condition value	CdCur
PBXX	Gross Price					3,500.00	USD	0.00	
	SUBTOTAL					3,500.00	USD	0.00	
FRB1	FREIGHT	25.00	USD				USD	0.00	
	TOTAL					3,500.00	USD	0.00	

Press ✓ or press the Enter key to record the planned freight amount. The system will now display the freight value.

To see the total value of the purchase order with freight, click ⇦ to return to the previous screen.

Press **Conditions** The system will now display the freight value and the total value of the purchase order. The cash discount condition can be ignored, as it will not affect the total value of the purchase order. It is merely showing the potential cash discount that can be expected if the discount payment terms are met by the payment program.

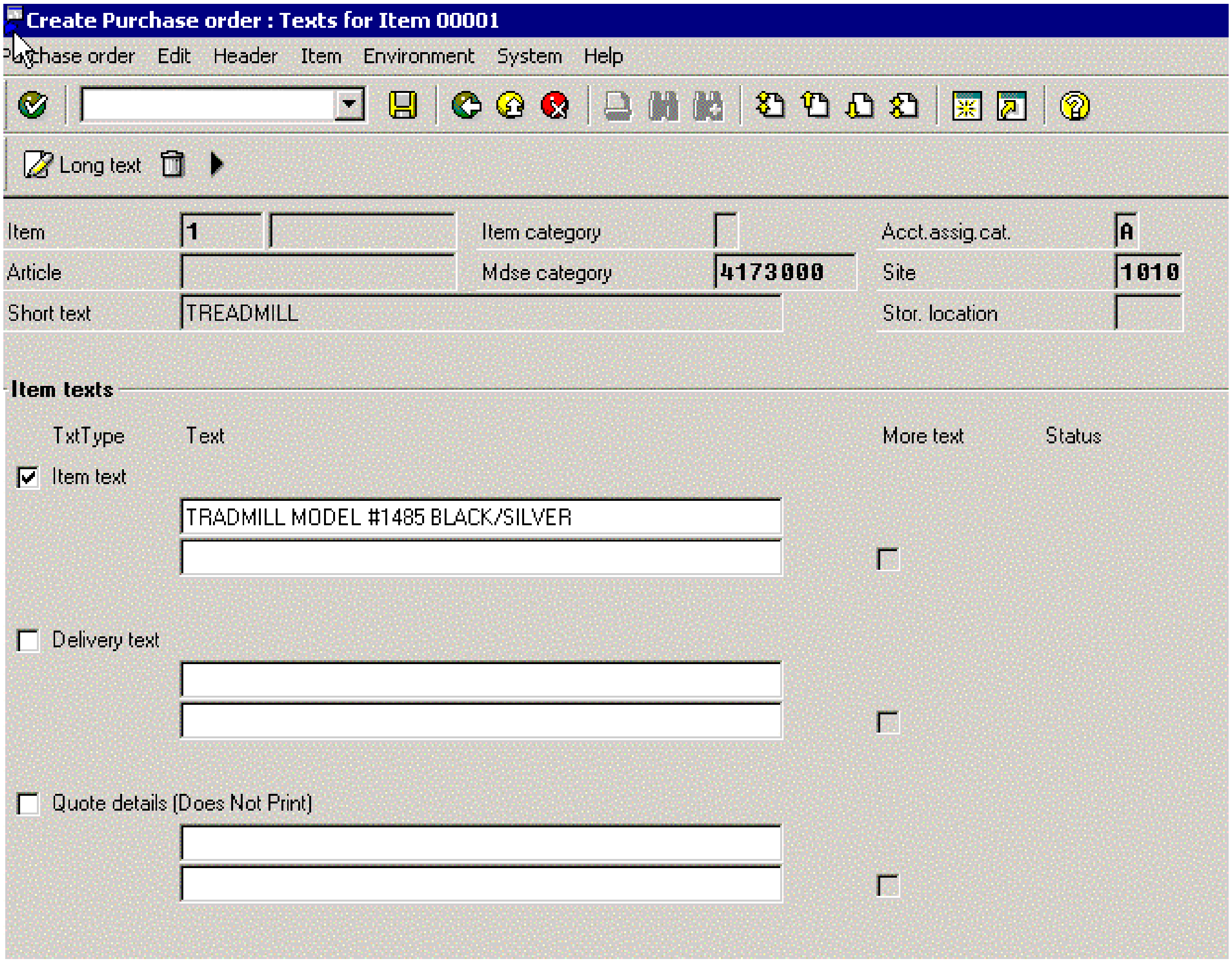


CnTy	Name	Rate	Curr.	per	UoM	Condition value	Curr.
PBXX	Gross Price					3,500.00	USD
	SUBTOTAL					3,500.00	USD
FRB1	FREIGHT	25.00	USD			25.00	USD
	TOTAL					3,525.00	USD

To add detailed long text for a PO line item, select the line item by clicking on it, then use **Item ➔ Texts ➔ Text overview**. Use the page Up and Page Down icons to move through the list of text types.

Screen: Create Purchase order: Texts for item XXXXX

Field	Description/Usage
Detailed item text	Use this text type to describe the item being procured in unlimited detail. This useful when the short text of the PO line item is not descriptive or long enough to fully identify the item. This text will print on the purchase order.
Info Record PO text	Do not use this text type. It is reserved for future enhancements to the procurement functionality of the MWR SAP system.
Material PO text	Do not use this text type. It is reserved for future enhancements to the procurement functionality of the MWR SAP system.
Item Delivery text	Use this text type to describe the delivery instructions for the item being procured in unlimited detail. This useful when the delivery requires special instructions that the vendor must know about. This text will print on the purchase order.
Quote details	Use this text type to record any information about the quote(s) received for this particular item being procured. This text will **NOT** print on the purchase order, but will be available to user on-line.



Create Purchase order : Texts for Item 00001

Item: 1
Item category:
Acct.assig.cat.: A
Article:
Mdse category: 4173000
Site: 1010
Short text: TREADMILL
Stor. location:

Item texts

TxtType	Text	More text	Status
☑ Item text	TRADMILL MODEL #1485 BLACK/SILVER	☐	
☐ Delivery text		☐	
☐ Quote details (Does Not Print)		☐	

To record unlimited long text simply click on the checkbox located beside the text type, then press the [Long Text] push-button. A screen will appear where the text can be recorded in a fashion similar to a word processor. To return to the previous screen when you are finished recording the long text, simply click ⇦ to return to the PO line item overview screen.

Perform one last review of the information entered.

The purchase order can now be saved by clicking 💾.

The system will return a message: ***"Document no. 45XXXXXXXX created"***

☑ Change Purchase Order (For Inventory, Supplies, Services, Prepaid Tickets, Consignment and other "Stock" Inventory)

LOGISTICS ➔ RETAILING ➔ PURCHASING ➔ PURCHASE ORDER ➔ PURCHASE ORDER ➔ CHANGE

Transaction: **ME22**

Field	Description/Usage
Purchase order	Enter the number of the purchase order to be changed

Press the Enter key or click the green checkmark ✓ to continue.

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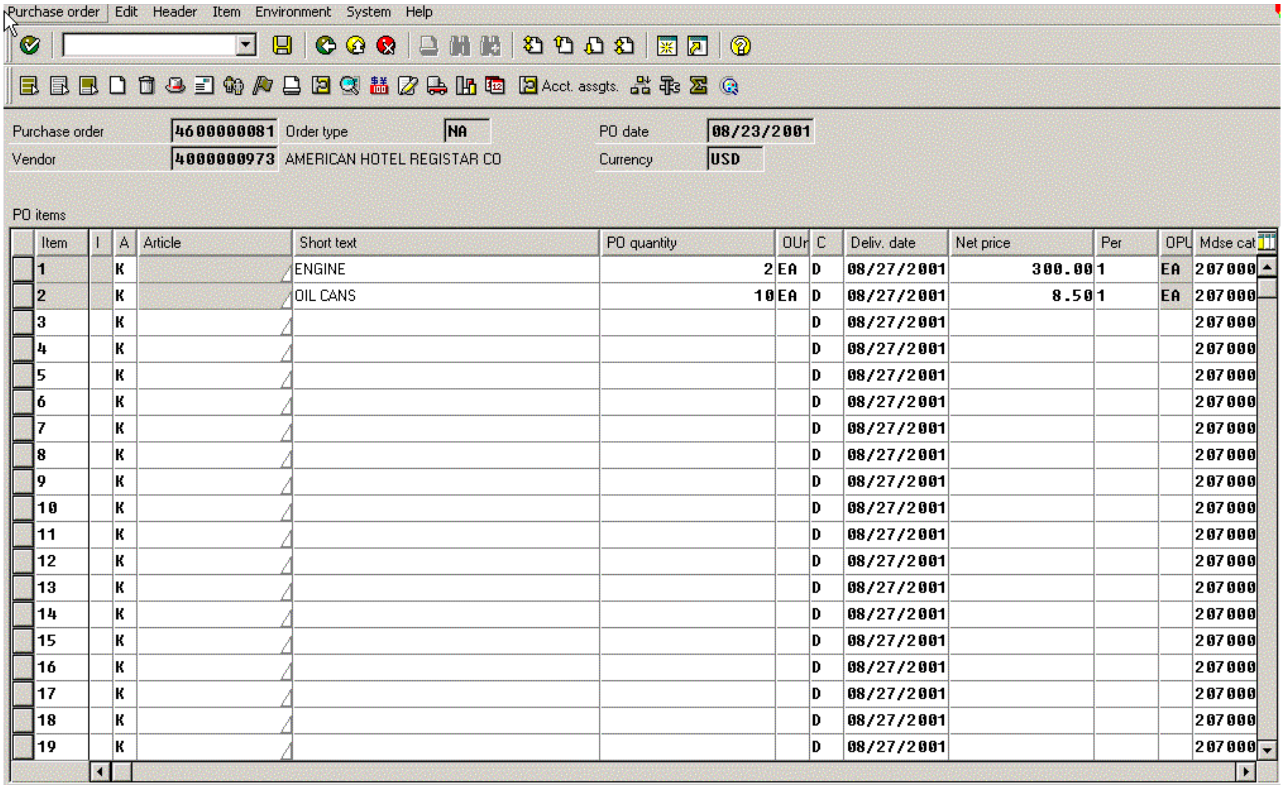
Screen: Change Purchase Order: Item overview

Field	Description/Usage
Account Assignment Category	Change the account assignment category if required. Note that the account assignment details will also need to be changed. This field cannot be changed after goods receipt or invoice receipt for this PO line item has occurred.
Short Text	Change the required Short Text Description. This field can always be changed, even after goods receipt or invoice receipt.
PO Quantity	Change the quantity of items ordered, if required. The quantity can be changed after goods receipt but the system issues a warning if the Delivery Complete indicator was set during a previous goods receipt. This indicator is set to inform the use that further deliveries are not expected.
OUn	Change the order unit of measure (e.g. from CAS to EA). This field cannot be changed after goods receipt or invoice receipt for this PO line item has occurred.
Net Price	Change the order price per unit, if required.
Delivery date	Change the date of delivery, if required.
Merchandise category	Change the merchandise category, if required



Purchase order 4600000081 Order type NA PO date 08/23/2001

Vendor 4000000973 AMERICAN HOTEL REGISTAR CO Currency USD

PO items

Item	I	A	Article	Short text	PO quantity	OUn	C	Deliv. date	Net price	Per	OPU	Mdse cat
1		K		ENGINE	2	EA	D	08/27/2001	300.00	1	EA	207000
2		K		OIL CANS	10	EA	D	08/27/2001	8.50	1	EA	207000
3		K					D	08/27/2001				207000
4		K					D	08/27/2001				207000
5		K					D	08/27/2001				207000
6		K					D	08/27/2001				207000
7		K					D	08/27/2001				207000
8		K					D	08/27/2001				207000
9		K					D	08/27/2001				207000
10		K					D	08/27/2001				207000
11		K					D	08/27/2001				207000
12		K					D	08/27/2001				207000
13		K					D	08/27/2001				207000
14		K					D	08/27/2001				207000
15		K					D	08/27/2001				207000
16		K					D	08/27/2001				207000
17		K					D	08/27/2001				207000
18		K					D	08/27/2001				207000
19		K					D	08/27/2001				207000

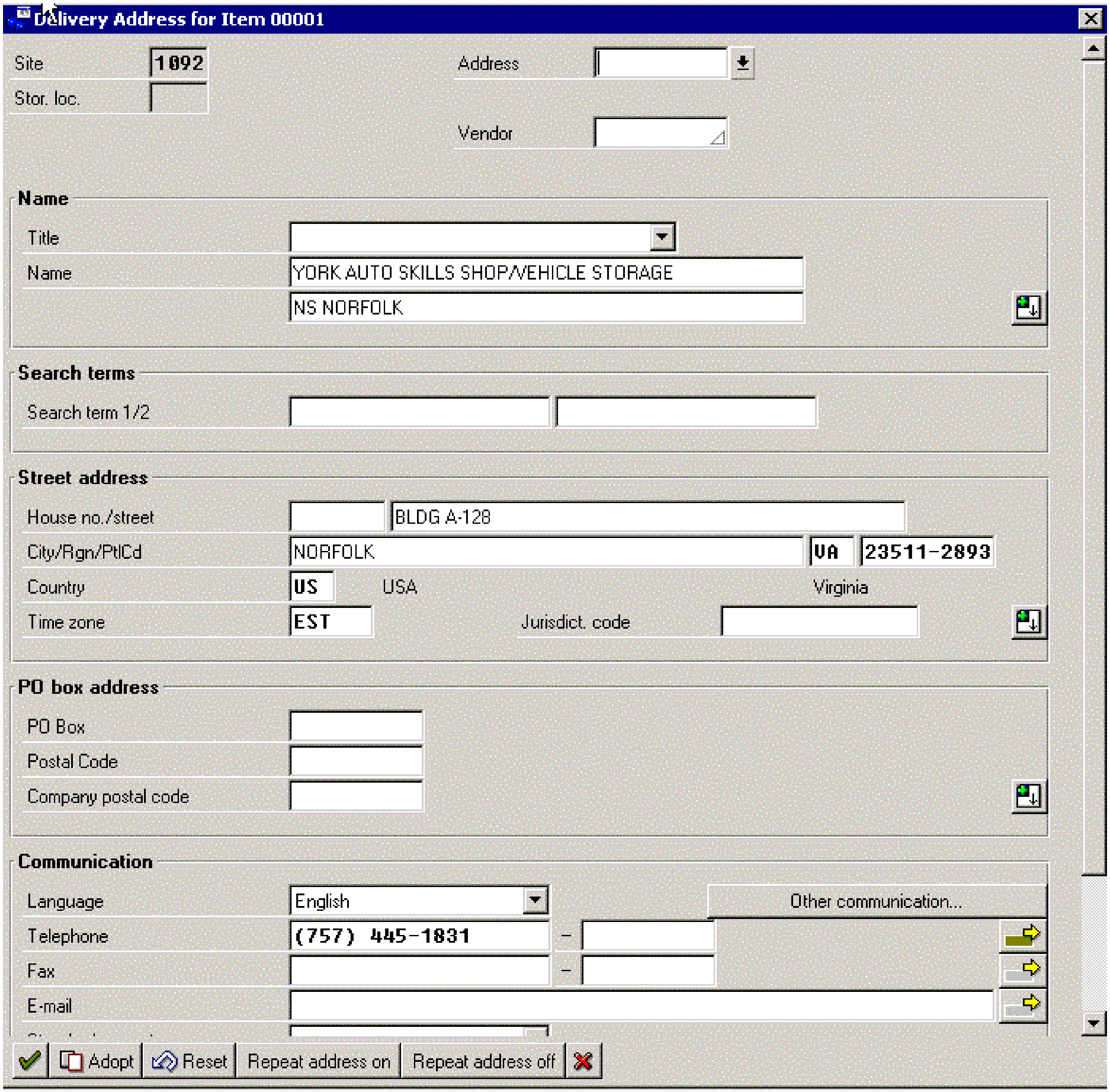
To change further PO item details select the line item and use **Item ➔ Details**

To change the delivery address of a PO line item, select the item by clicking on it and then use the Menu Bar path: **Item ➔ More functions ➔ Delivery address**

Screen 1: Delivery address for item XXXXX

Field	Description/Usage
Address	If the appropriate delivery address already exists in the system, change the address code in this field. The search help pull-down can be used to search for delivery addresses. Where a delivery address does not exist, leave this field blank and change the address information in the appropriate field described below. If the delivery address will be used regularly, contact the system administrator to request that the delivery address be created in the system.
Vendor	Leave this field blank.
Title	Change the title of contact person, if required.
Name	Change the name of contact person, if required. This field must always be filled.
House Address	
Street	Change the street address, including the building number and suite number, if required.
House number	Leave this field blank. This field may be used in the future.
Postal code	Change the ZIP code of the delivery address, if required.
City	Change the city, if required.

District	Leave this field blank.
Country	The country always defaults to "US". For the pilot implementation, the country will always be "US".
Time zone	The system default value can be accepted.
Region	Change the state code in this field, if required.
Jurisdic. code	Leave this field blank as MWR and VQ do not charge or pay sales taxes.
Communication	
Telephone	Change the telephone number of contact person for the delivery.
Fax	Change the fax number of contact person for the delivery.


Delivery Address for Item 00001
Address
Vendor
Name
Title
Search terms
Search term 1/2
Street address
House no./street
City/Rgn/PtlCd
Country
Time zone
Jurisdict. code
PO box address
PO Box
Postal Code
Company postal code
Communication
Language
Other communication...
Telephone
Fax
E-mail
Adopt
Reset
Repeat address on
Repeat address off

Site: 1092
Stor. loc.:
Name: YORK AUTO SKILLS SHOP/VEHICLE STORAGE
NS NORFOLK
House no./street: BLDG A-128
City/Rgn/PtlCd: NORFOLK VA 23511-2893
Country: US USA Virginia
Time zone: EST
Language: English
Telephone: (757) 445-1831

Press the Adopt icon to record the delivery address.

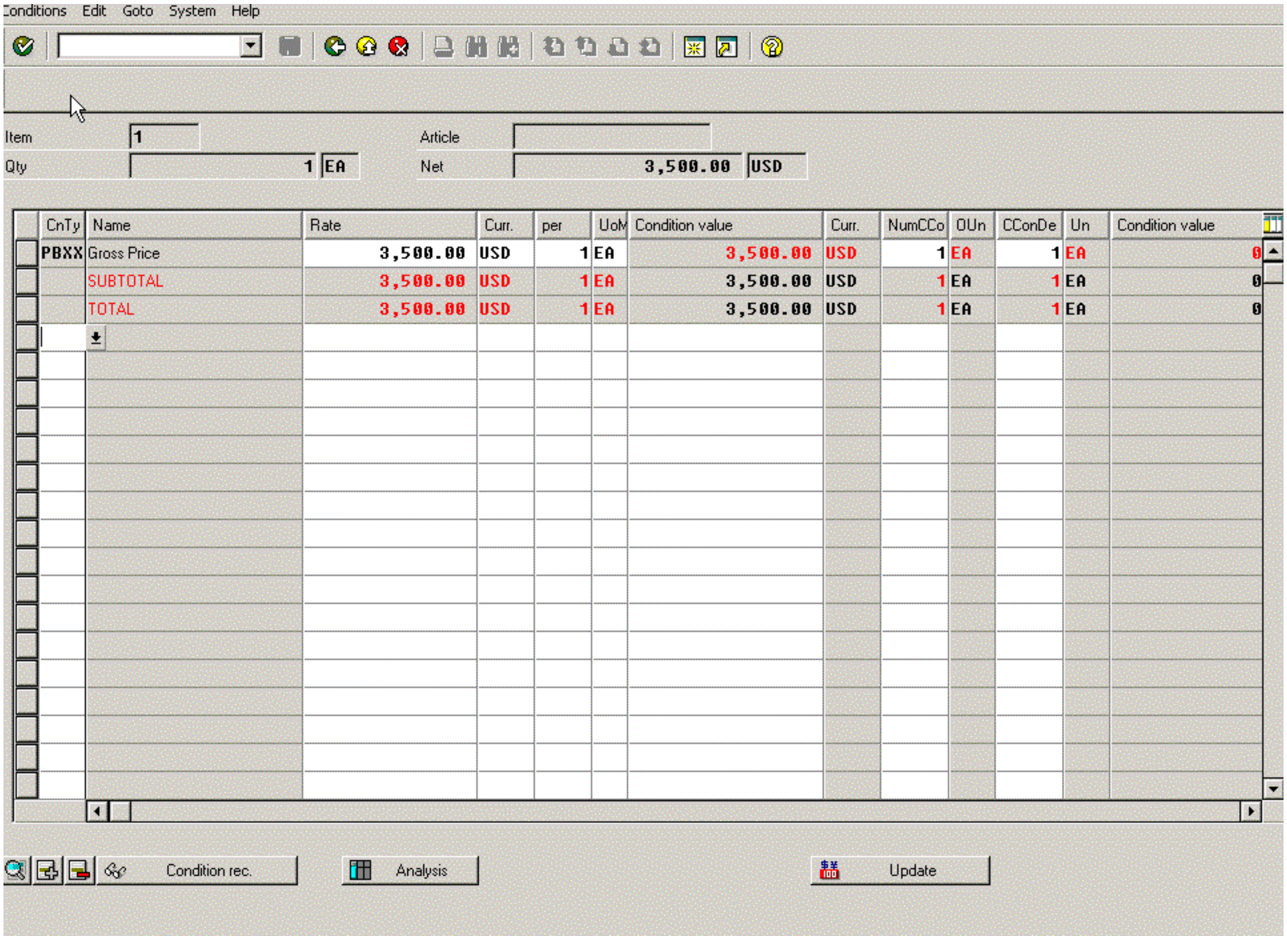
Click to return to the PO line item overview screen.

To add planned freight charges to the PO line item, select the item and use the Menu Bar path: **Item ➔ Conditions**

NOTE: Freight added to a PO line item will be expensed to that line item (to the G/L account number of the line item)

Screen: Purchase order create: Item conditions

Field	Description/Usage
CnTy	To change or enter a planned freight amount only, enter condition type FRB1. Using any other freight condition will cause the system to print the freight charge on the purchase order. These other condition types will however be accepted by the system. Be careful to always enter FRB1. An additional condition type is available-ZXXX. This condition should be used for set-up charges or fees.
Rate	Change or enter the freight amount as a single dollar amount.
Curr.	USD as default
Per	Leave this field blank.
UoM	Leave this field blank.



Item 1
Article
Qty 1 EA
Net 3,500.00 USD

CnTy	Name	Rate	Curr.	per	UoM	Condition value	Curr.	NumCCo	OUn	CConDe	Un	Condition value
PBXX	Gross Price	3,500.00	USD	1	EA	3,500.00	USD	1	EA	1	EA	0
	SUBTOTAL	3,500.00	USD	1	EA	3,500.00	USD	1	EA	1	EA	0
	TOTAL	3,500.00	USD	1	EA	3,500.00	USD	1	EA	1	EA	0

Press ✓ to record the planned freight amount. The system will now display the freight value and the total value of the purchase order. The cash discount condition can be ignored as it will not affect the total value of the purchase order. It is merely showing the potential cash discount that can be expected if the discount payment terms are met by the payment program.

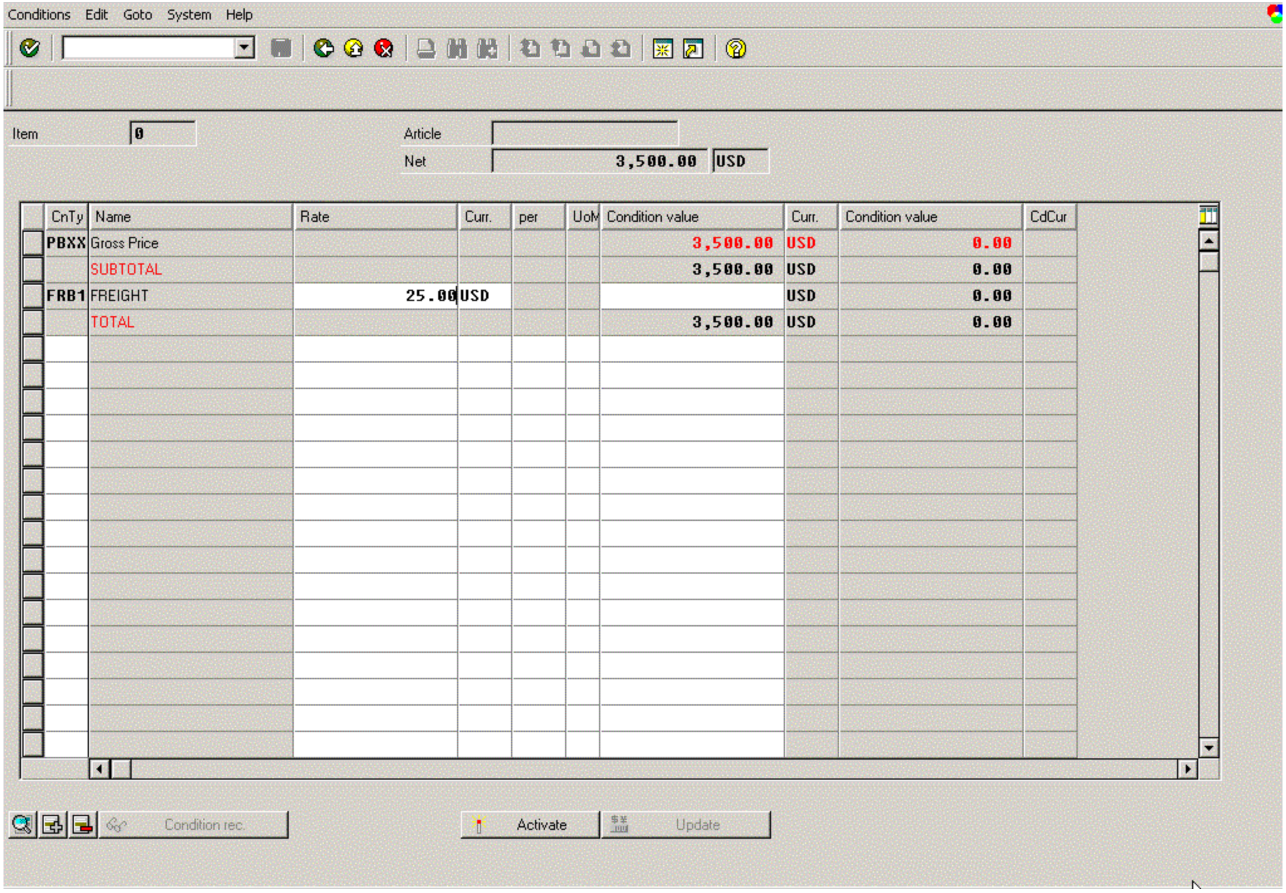
Click ← to return to the previous screen.

When entering planned freight (delivery costs) for a line item that uses multiple account assignment, the system will display a warning message asking whether the delivery costs should be deleted. Always choose “No”. The system may display this message several times. Always choose “No”. This warning message appears because currently the system cannot use planned delivery costs for multiple account assignment PO line items during the GR and IR stages of the procurement process. However, MWR and VQ procurement policy dictate that the freight charges must always appear on the purchase order. SAP is developing this functionality for a future release. Further details as to how planned freight (delivery costs) will be handled at invoice receipt are explained in process document MMBP003.

To change planned freight charges to the entire PO, DO NOT select a line item and use **Header** ➔ **Conditions**

NOTE: Freight added to the entire PO will be **EQUALLY** expensed to each line item (to the G/L account number of each line item)

Field	Description/Usage
Cnty	To change use drop and click on freight FRB1
Rate	Change or enter the total amount of freight on the purchase order
Currency	Leave Blank will fill in automatically
Condition Value	Leave Blank will fill in automatically



Item 0

Article

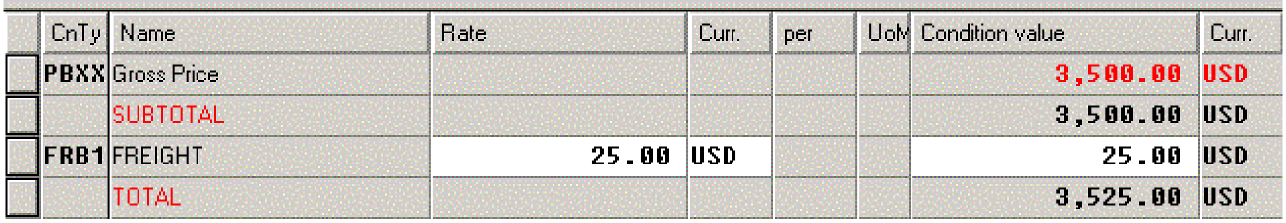
Net 3,500.00 USD

CnTy	Name	Rate	Curr.	per	UoM	Condition value	Curr.	Condition value	CdCur
PBXX	Gross Price					3,500.00	USD	0.00	
	SUBTOTAL					3,500.00	USD	0.00	
FRB1	FREIGHT	25.00	USD				USD	0.00	
	TOTAL					3,500.00	USD	0.00	

Press ✓ to record the planned freight amount. The system will now display the freight value.

To see the new total value of the purchase order with freight, click ← to return to the previous screen.

Press **Conditions** The system will now display the freight value and the total value of the purchase order. The cash discount condition can be ignored, as it will not affect the total value of the purchase order. It is merely showing the potential cash discount that can be expected if the discount payment terms are met by the payment program.



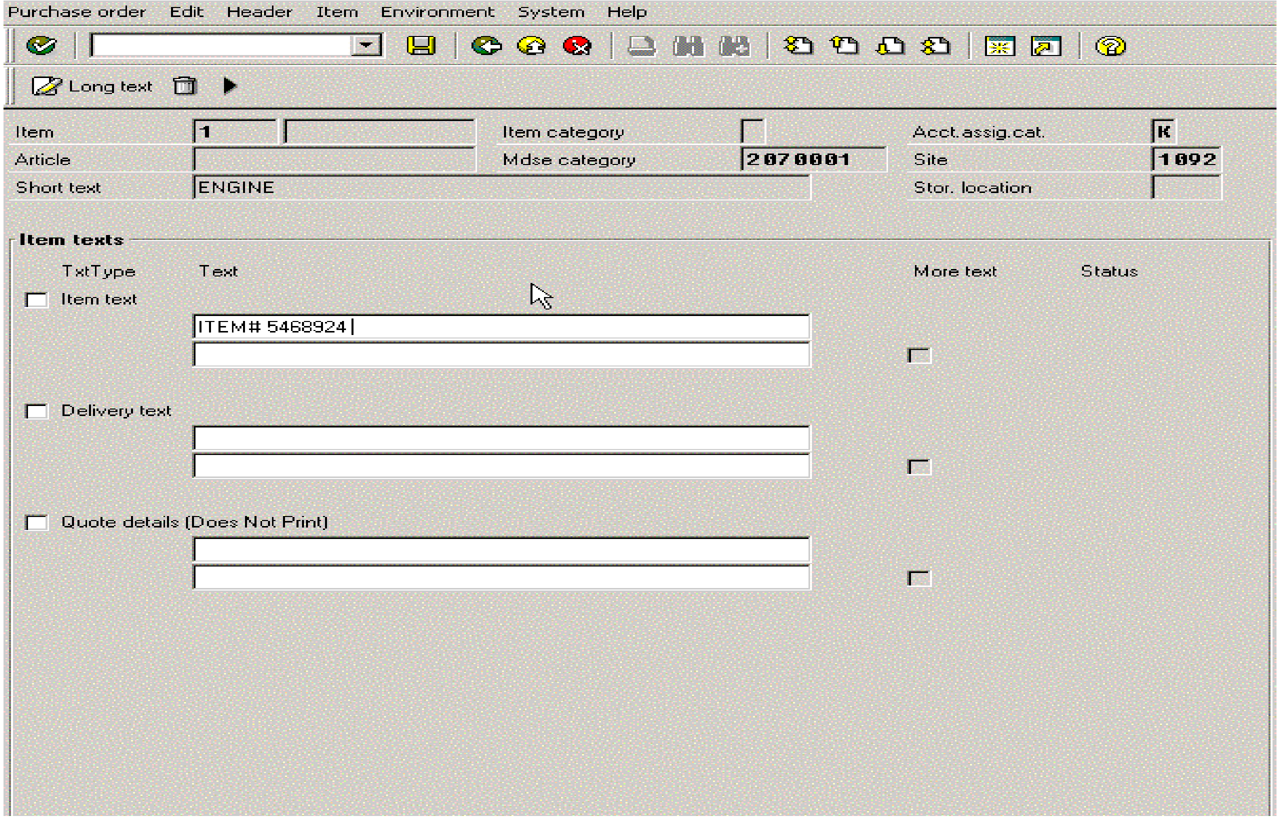
	CnTy	Name	Rate	Curr.	per	UoM	Condition value	Curr.
☐	PBXX	Gross Price					3,500.00	USD
☐		SUBTOTAL					3,500.00	USD
☐	FRB1	FREIGHT	25.00	USD			25.00	USD
☐		TOTAL					3,525.00	USD

To add detailed long text for a PO line item, select the line item by clicking on it, then use **Item ➔ Texts ➔ Text overview**. Use the page Up and Page Down icons to move through the list of text types.

To change PO line item detailed texts, select the item and use the Menu Bar path: **Item ➔ Texts ➔ Text overview.**

Screen: Change Purchase order: Texts for item XXXXX

Field	Description/Usage
Item text	Use this text type to describe the item being procured in unlimited detail. This useful when the short text of the PO line item is not descriptive or long enough to fully identify the item. This text will print on the purchase order.
Delivery text	Use this text type to describe the delivery instructions for the item being procured in unlimited detail. This useful when the delivery requires special instructions that the vendor must know about. This text will print on the purchase order.
Quote details	Use this text type to record any information about the quote(s) received for this particular item being procured. This text will **NOT** print on the purchase order, but will be available to user on-line.



Item 1
Item category
Acct.assig.cat. K
Article
Mdse category 2070001
Site 1092
Short text ENGINE
Stor. location

Item texts

	TxtType	Text	More text	Status
☐	Item text	ITEM# 5468924	☐	
☐	Delivery text		☐	
☐	Quote details (Does Not Print)		☐	

To change the long text simply click on the checkbox located beside the text type, then press the [Long Text] push-button. A screen will appear where the text previously entered can be changed or new text recorded in a fashion similar to a word processor. To return to the previous screen when you are finished changing the long text, simply Click ⬅.

Click ⬅ to return to the PO line item overview screen.

To save the changes made to the purchase order, Click on the Save icon 💾.

Delete a PO line item

To delete a PO line item, select the item by clicking on it, then use **Edit ➔ Delete line.** The line item will be flagged for deletion and will appear in a display-only gray color.

Add a PO line item

To add a new PO line item, just enter a new item the same way as when creating a new purchase order.

☑ Display Purchase Orders (For Inventory, Supplies, Services, Prepaid Tickets, Consignment and other “Stock” Inventory)

Menu Path**: Logistics ➔ Retailing ➔ Purchasing➔Purchase Order ➔Purchase Order ➔Display**

Transaction**: ME23**

Screen 1: Display Purchase Order: Initial Screen

Field	**Description/Usage**
Purchase order	Enter the number of the purchase order to be displayed

Press ✓ to continue.

The purchase order line item overview screen is displayed. The purchase order screens can be navigated as when changing the purchase order.

☑ Close Purchase Order Line Items

To close a purchase order line item manually after goods receipt and/or invoice payment, all that is required, is to change the purchase order line item quantity to be equivalent to that of the quantity received. This will also delete the commitment against the relevant G/L account and cost center.

Menu Path: **Logistics→Retailing→Purchasing→Purchase Order→Purchase Order →Change**

Transaction: **ME22**

Enter the purchase order no.

Click on ✓ or press **Enter** until the item overview screen appears.

Change the quanitity

Click on 💾 the Save icon to save the Purchase Order changes

Delete Purchase Order

Purchase order line items can be deleted before or after the order has been approved. Deleting all line items of a purchase in effect cancels the whole purchase order. The actual purchase order is NOT DELETED from the system (for audit trail purposes), but instead all line items are cancelled and the purchase order cannot be received against/invoice against.

Line items cannot be deleted where goods have been receipted. A deleted line item will remove the commitment against the relevant G/L account and cost center.

Menu Path: **Logistics→Retailing →Purchasing→Purchase Order→Purchase Order →Change**

Transaction: **ME22**

Enter the purchase order no.

Click on ✓ or press Enter until the item overview screen appears.

Click on the [Select All] ▤ push-button to select line item/s to be deleted, then;

Click 🗑

Click on Yes to confirm

The deleted line item/s will grey out with an 'L" appearing to the far left of the line item. This means the line has been deleted.

Click on 💾 the Save icon to save the Purchase Order changes.

☑ Create Purchase Order (when procuring an asset)

Warning: This transaction should only be used for creating asset purchase orders. If you are procuring an **asset that is to be funded under the Utilization, Support and Accountability Practice (USA'd), DO NOT follow these procedures.** These items MUST be created following the procedures for procuring consumables, services, etc. The item should then be encoded to the general ledger account Minor Property (account 686000). In turn, an asset shell (master record) should be created using the Asset Accounting module (using the Asset class for APF items). Refer to the Asset Accounting procedures for further guidance.

LOGISTICS → RETAILING → PURCHASING → PURCHASE ORDER →PURCHASE ORDER→CREATE → VENDOR KNOWN

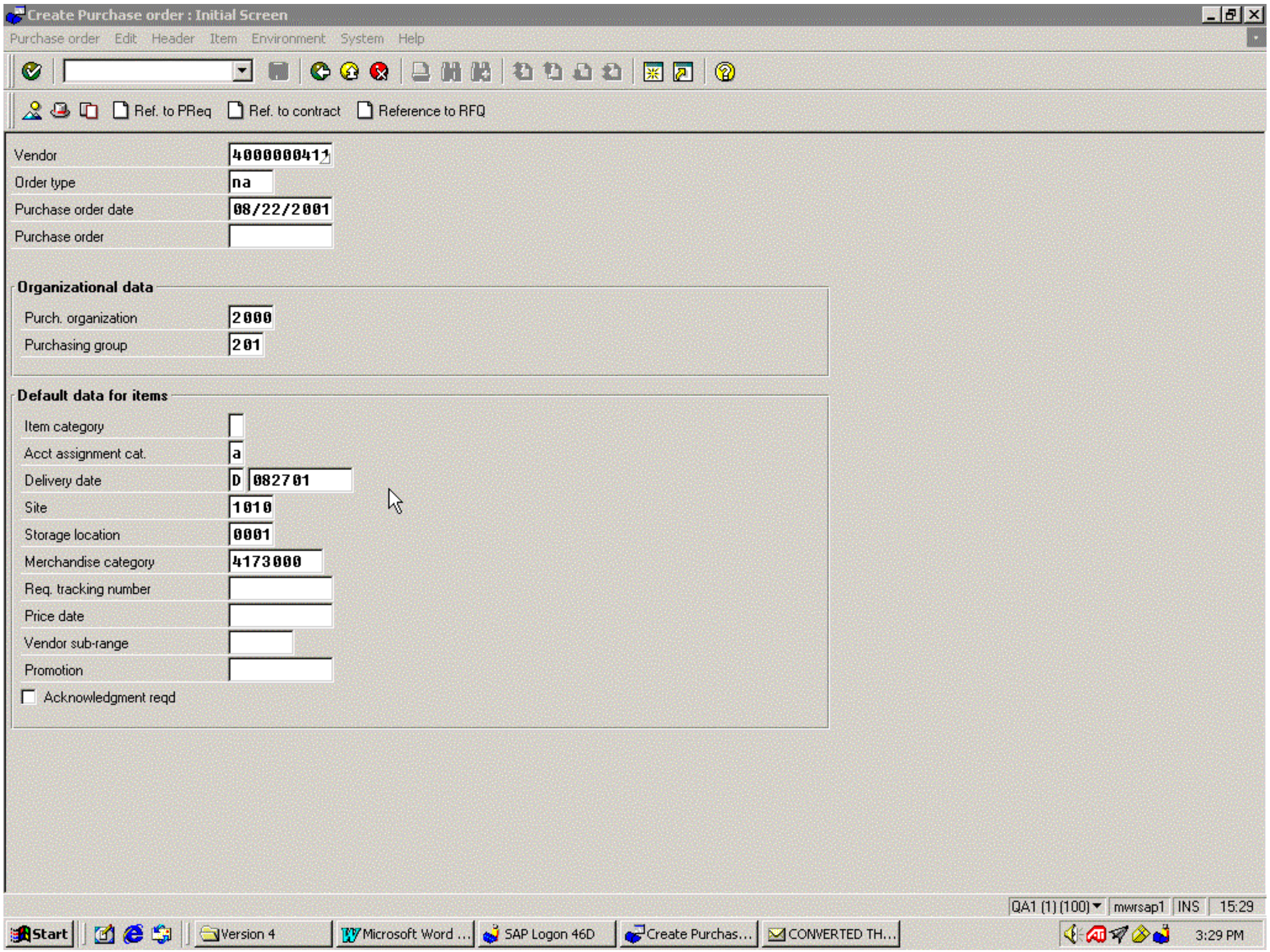
Transaction: **ME21**

Screen 1: Create Purchase Order: Initial Screen

Field	**Description/Usage**
Vendor	Enter the vendor account number for which the purchase order will be issued. Note that if the vendor has never been used before, a vendor master record must have already been created. MWR HQ procurement will create vendor master records on an ad hoc basis for all bases/funds.
Order Type	Enter order type NB for Purchase Orders under $25K, NA for Purchase Orders over $25K
Purchase order date	Insert date of Approved Manual Purchase Requisition
Purchase order	System default.
Organizational data	
Purch Organization	2000 - MWR Purchasing Organization
Purchasing Group	Enter the Base or Region using pull down menu selections
Default data for items	
Item Category	Enter (Blank) for Standard
Acc. Assignment Cat	A – Asset
Delivery Date	Enter the Desired Delivery Date.
Site	Enter Site

Merchandise Category	400161001 – FA: PREPD NC FF&E 400165000 – FA: PREPD MINOR PROP 400171000 – FA: VEHICLES 400172000 – FA: MWR CF VEHICLES 400173000 – FA: FF&E 400174000 – FA: MWR CF FF&E 400175000 – FA: BUILDINGS & FAC 400176000 – FA: MWR CF BUILDINGS 400177000 – FA: BLDG & FAC IMPRV 400178000 – FA: MWRCF BLDG IMPRV 400179000 – FA: AuC
Acknowledgement reqd.	Check if the purchasing order is to be acknowledged by the vendor. A notation will print on the purchase order indicating an acknowledgement is required.

Account assignment (G/L account) has been determined by the merchandise category chosen, where the last six digits of the merchandise category coincide with the G/L account.


Create Purchase order : Initial Screen
Purchase order Edit Header Item Environment System Help
Ref. to PReq
Ref. to contract
Reference to RFQ
QA1 (1) (100) mwrsap1 INS 15:29
Start
Version 4
Microsoft Word ...
SAP Logon 46D
Create Purchas...
CONVERTED TH...
3:29 PM

Vendor 4000000411
Order type na
Purchase order date 08/22/2001
Purchase order

Organizational data

Purch. organization 2000
Purchasing group 201

Default data for items

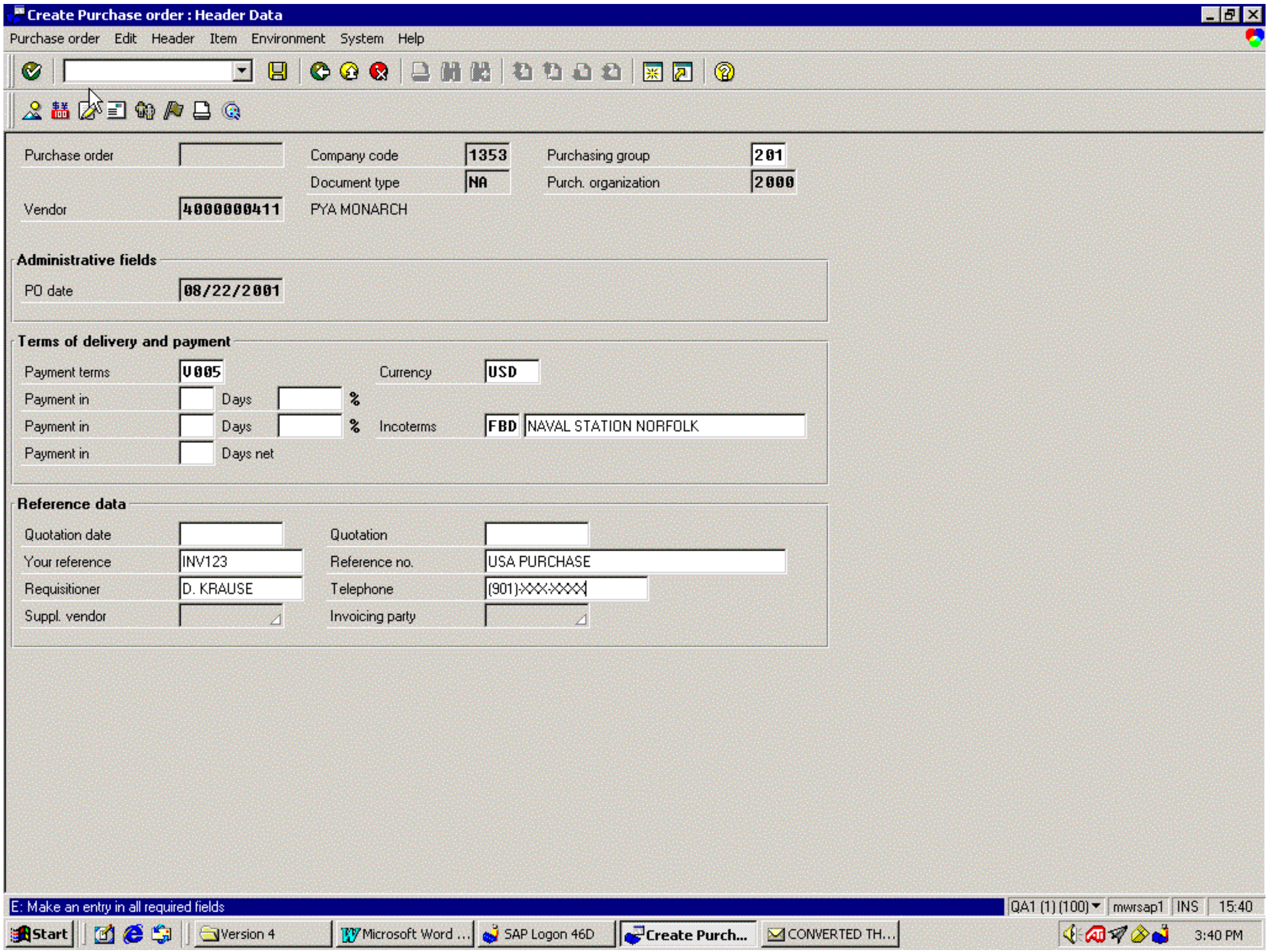
Item category
Acct assignment cat. a
Delivery date D 082701
Site 1010
Storage location 0001
Merchandise category 4173000
Req. tracking number
Price date
Vendor sub-range
Promotion
☐ Acknowledgment reqd

Press the Enter key or click the green checkmark ✓ to continue.

These are the inputs to the following screen:

Field	Description/Usage
Incoterms	This field represents shipping terms and should default to the shipping terms from the vendor master record. Shipping terms normally used **"free on board - destination"(FBD) or "free on board-shipping point" (FBS) . The second field should be used to define the BASE location of the delivery destination (i.e. Naval Station XYZ)**
Quotation Date	Enter the date the quotation was given if applicable
Quotation	Enter the number of the quotation if applicable
Your Reference	Enter the locally determined requisition number if appropriate. If not, you can enter '.' as default or use the field for another data element determined by local users.
Reference Number	This requirement has been determined to be optional under SAP .We suggest using this field to identify "USA purchases", or use the field to identify some other piece of data such as AFNAFPO contract number or GSA contract number.

Requis. officer	Enter the name of the Requisitioning officer (Activity Manager)
Telephone	Enter Telephone Number of Requis. Officer


Create Purchase order : Header Data
Purchase order
Edit
Header
Item
Environment
System
Help
Start
Version 4
Microsoft Word ...
SAP Logon 46D
Create Purch...
CONVERTED TH...
QA1 (1) (100)
mwrsap1
INS
15:40
3:40 PM

Purchase order
Company code 1353
Purchasing group 201
Document type NA
Purch. organization 2000
Vendor 4000000411 PYA MONARCH

Administrative fields

PO date 08/22/2001

Terms of delivery and payment

Payment terms V005
Currency USD
Payment in Days %
Payment in Days %
Incoterms FBD NAVAL STATION NORFOLK
Payment in Days net

Reference data

Quotation date
Quotation
Your reference INV123
Reference no. USA PURCHASE
Requisitioner D. KRAUSE
Telephone (901)-XXX-XXXX
Suppl. vendor
Invoicing party

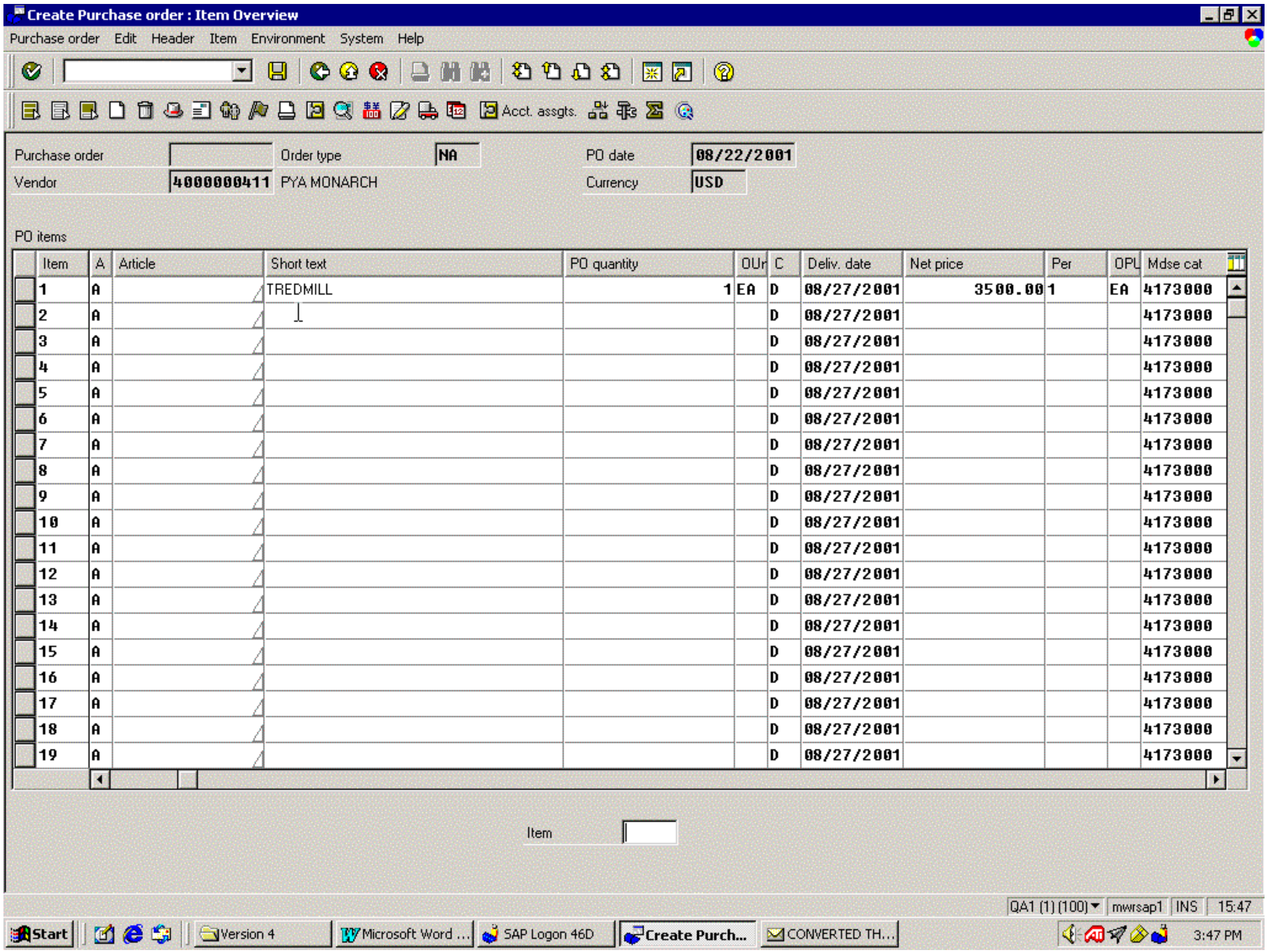
E: Make an entry in all required fields

Press the Enter key or click the green checkmark to continue.

These are the inputs to the following screen:

Field	Description/Usage
Article	Leave Blank.
Short Text	Enter the appropriate Reference Short Text Description.
PO Quantity	Enter the appropriate Number of Items Ordered.
OUn	Order unit (i.e. EA for each)
Delivery date	If you selected a delivery date in the document header, the date will carry over to all line items. If not enter date of delivery, or system defaults today's date.
Net price	Enter net ordered price

Per	Value specifying for how many units of the order price unit the price is valid.
OPUn	Order price unit. Order price units and Order units are often identical. However, you may purchase items that are “prices (for example) by the case, but are purchased by individual unit. In these instances, you will be prompted to provide the system with a conversion of the individual unit to case. For example, you may buy wine by the bottle, but it is priced by the case – you must provide the conversion amount of bottle to case (usually 12 bottles to a case).
R (Returns)	Check this box if the item is being returned to the vendor.
Free	Check this box if the item is of no cost. For example if a vendor offers a “Buy ten get one free” special, ten items should be purchase on one line and the free item should be on another line and checked as Free.


Create Purchase order : Item Overview
Purchase order
Edit
Header
Item
Environment
System
Help
Acct. assgts.
Start
Version 4
Microsoft Word ...
SAP Logon 46D
Create Purch...
CONVERTED TH...
3:47 PM

Purchase order:
Order type: NA
PO date: 08/22/2001
Vendor: 4000000411 PYA MONARCH
Currency: USD

PO items

Item	A	Article	Short text	PO quantity	OUn	C	Deliv. date	Net price	Per	OPU	Mdse cat
1	A		TREDMILL	1	EA	D	08/27/2001	3500.00	1	EA	4173000
2	A					D	08/27/2001				4173000
3	A					D	08/27/2001				4173000
4	A					D	08/27/2001				4173000
5	A					D	08/27/2001				4173000
6	A					D	08/27/2001				4173000
7	A					D	08/27/2001				4173000
8	A					D	08/27/2001				4173000
9	A					D	08/27/2001				4173000
10	A					D	08/27/2001				4173000
11	A					D	08/27/2001				4173000
12	A					D	08/27/2001				4173000
13	A					D	08/27/2001				4173000
14	A					D	08/27/2001				4173000
15	A					D	08/27/2001				4173000
16	A					D	08/27/2001				4173000
17	A					D	08/27/2001				4173000
18	A					D	08/27/2001				4173000
19	A					D	08/27/2001				4173000

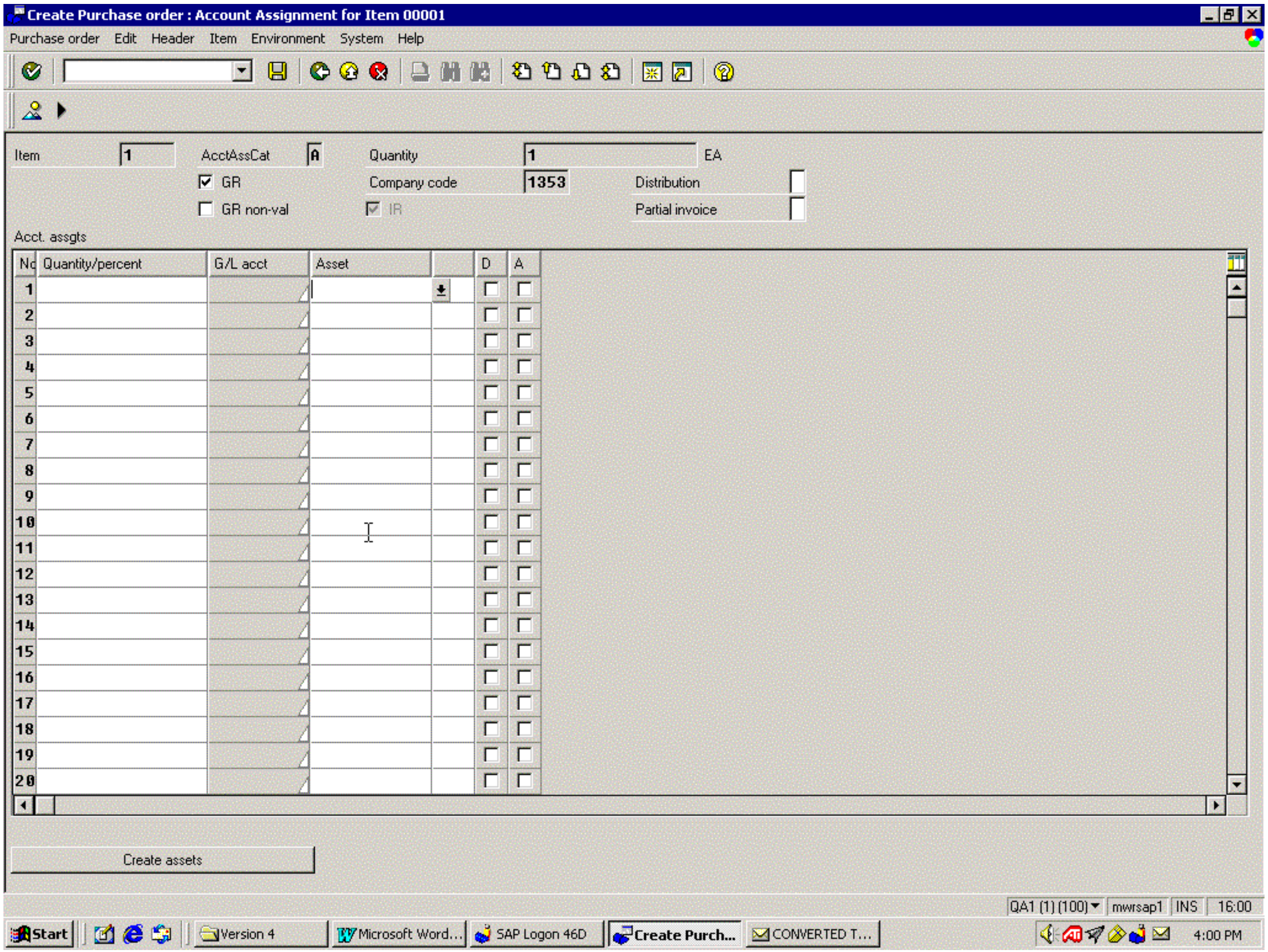
Item:

QA1 (1) (100) | mwrsap1 | INS | 15:47

Press the Enter key or click the green checkmark ✓ to continue.

These are the inputs to the following screen:

Field	Description/Usage
GR	With a single account assignment, only flag the GR checkbox. With multiple account assignments, flag the GR non-val checkbox as well as the GR indicator. SAP does not currently allow valuation at time of goods receipt for purchase order items that use multiple account assignment. Valuation means that the general ledger is updated.
GR non-val	Check to specify that the goods receipt for this item is not to be valuated at time of goods receipt. This indicator is only required for multiple account assignment PO items. Many asset purchases require multiple account assignment (e.g. purchasing 20 computers on a single PO line item, but each computer needs to be capitalized individually using its own unique asset master record (inventory tracking purposes)).
Distribution	This field is only required when using multiple account assignment. Enter “1” to apportion the total value of the PO line item to each individual asset based on the quantity each asset record will be assigned (usually a one-for-one basis).
Partial invoice	This field is only required when using multiple account assignment. Enter “2” to apportion of partial invoice receipt (IR) quantities to goods receipt (GR) quantities on a proportionate basis.
Quantity	Leave this field blank if a new asset is to be automatically created by the system. If the costs associated with the PO item are to be capitalized to an existing asset record, enter the quantity of the total PO item quantity that should be assigned to this asset number.
Asset	Leave this field blank if a new asset is to be automatically created by the system. If the costs associated with the PO item are to be capitalized to an existing asset record, enter the asset master record number in this field. The asset number, together with the asset sub-number, identifies a fixed asset in Asset Accounting.
Sub-asset	Leave this field blank if a new asset is to be automatically created by the system. If the costs associated with the PO item are to be capitalized to an existing asset record, enter the asset master record number in this field. This is the number that, together with the asset main number, uniquely identifies a fixed asset in Asset Accounting.
D	To delete a particular account assignment line item, flag corresponding the deletion indicator. Press Enter to actually delete the line item.
A	Flag this indicator to display further information on an account assignment (e.g., display the g/l account to which the asset record is assigned).


Create Purchase order : Account Assignment for Item 00001
Purchase order Edit Header Item Environment System Help
Acct. assgts
No Quantity/percent G/L acct Asset D A
Create assets
QA1 (1) (100) mwrsap1 INS 16:00
Start Version 4 Microsoft Word... SAP Logon 46D Create Purch... CONVERTED T... 4:00 PM

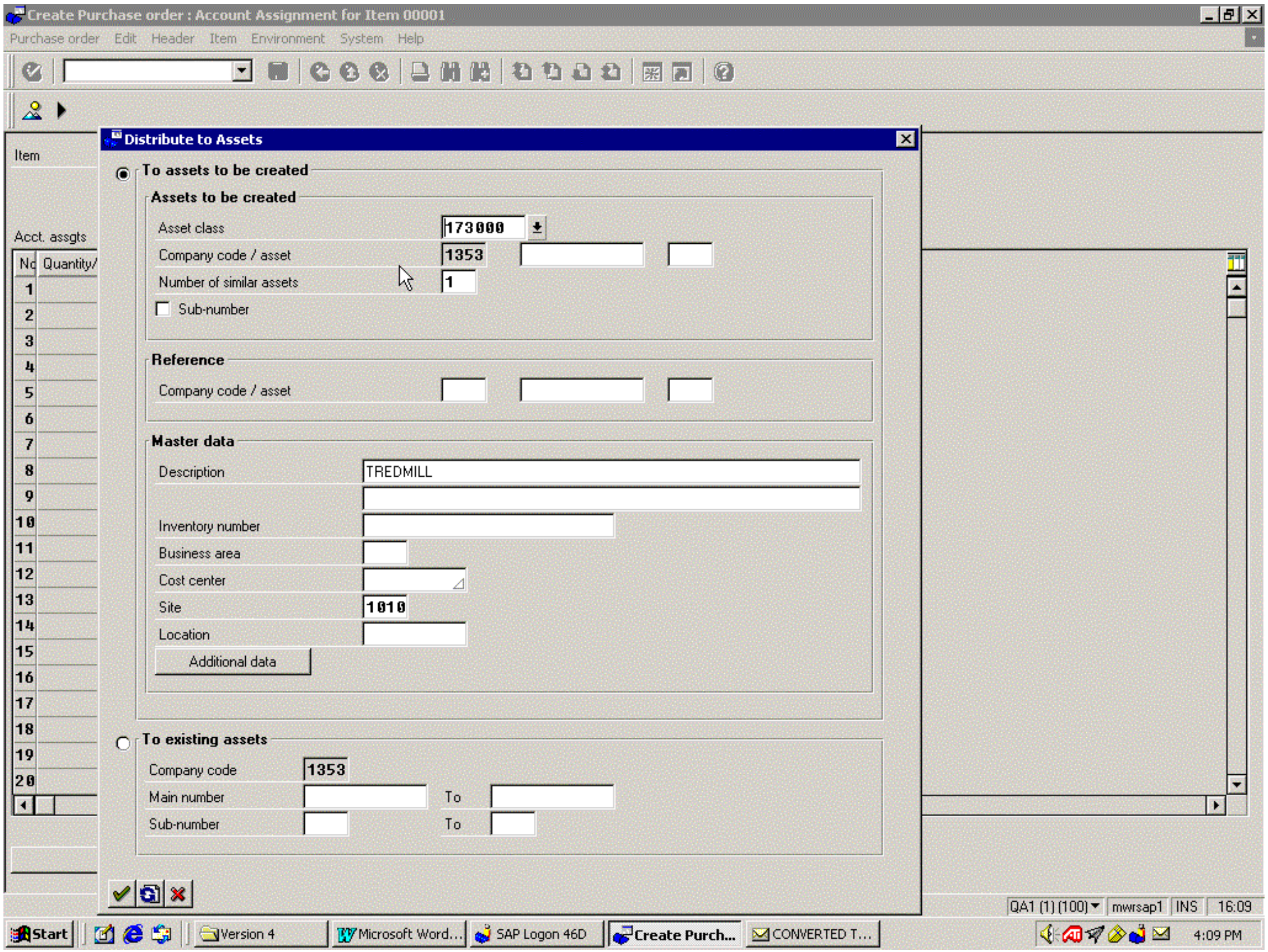
Item 1
AcctAssCat A
Quantity 1 EA
☑ GR
☐ GR non-val
☑ IR
Company code 1353
Distribution ☐
Partial invoice ☐

To have the system automatically create a new asset master record, press the **[Create Assets]** push-button at the bottom of the screen.

Pop-up Window 1: Create Purchase Order: Account Assignment for Item XXXXX

Field	**Description/Usage**
Asset Class	This field value should default from the merchandise category entered for the PO line item. If no value appears in this field, it is likely that a merchandise category that should not be used for fixed assets was entered (e.g. services, “non-stock” goods, “stock” goods).
Company Code/Asset	Leave the default values or leave blank.
Number of similar assets	The value in this field determines the number of individual asset master records will be created by the system. Sometimes, certain assets may be combined in a single asset master record (e.g. chairs). Most often however, individual asset master records need to be created (e.g. computers) to track them during inventory counts. The system will default the quantity entered for the PO line item.
Sub-number	Leave this field blank.
Reference Company Code/Asset	Leave this field blank.
Description	Enter the description of the asset. This description will be stored in the asset master record.

Inventory number	Leave this field blank. The asset master record will need to be maintained once the asset has been received. At this time, information such as the inventory number (bar code number or tag number) can be entered in the asset master record directly. The purchase order does not need to be updated.
Business area	Leave this field blank as business areas are not used by MWR or VQ.
Cost center	Enter the cost center that will be charged with the asset's depreciation expense. Generally this is the "owing" cost center. Remember depreciation can ONLY be recorded to a G&A cost center. For Buildings, Building Facilities Improvements, and Vehicles, the "company code" G&A cost center should be used. For FF&E assets, the G&A cost center for the activity "owning" the asset should be selected.
Site	Enter the site where the asset will be located. The system defaults the site for which the purchase order is being created.
Location	Leave Blank


Create Purchase order : Account Assignment for Item 00001
Purchase order
Edit
Header
Item
Environment
System
Help
Item
Acct. assgts
No
Quantity/
Additional data
QA1 (1) (100)
mwrsap1
INS
16:09
Start
Version 4
Microsoft Word...
SAP Logon 46D
Create Purch...
CONVERTED T...
4:09 PM

Distribute to Assets

● To assets to be created

Assets to be created

Asset class: 173000

Company code / asset: 1353

Number of similar assets: 1

☐ Sub-number

Reference

Company code / asset:

Master data

Description: TREDMILL

Inventory number:

Business area:

Cost center:

Site: 1010

Location:

○ To existing assets

Company code: 1353

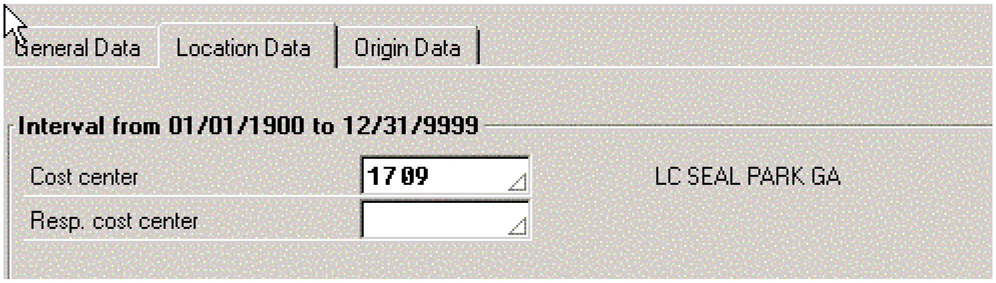
Main number: To

Sub-number: To

Press Additional data

Go to Location Data Tab.

Field	Description/Usage
Responsible Cost Center	This field is for the cost center that is responsible for the inventory. They are NOT responsible for the depreciation (see cost center)



Interval from 01/01/1900 to 12/31/9999

Cost center 1709 LC SEAL PARK GA

Resp. cost center

Press the Enter key or click the green checkmark ✓ to continue.

Click ← to return to the previous screen.

Press ✓ to continue. The system will now assign temporary asset number(s) to all the asset master records that will be created.

Click ← to return to the previous screen.

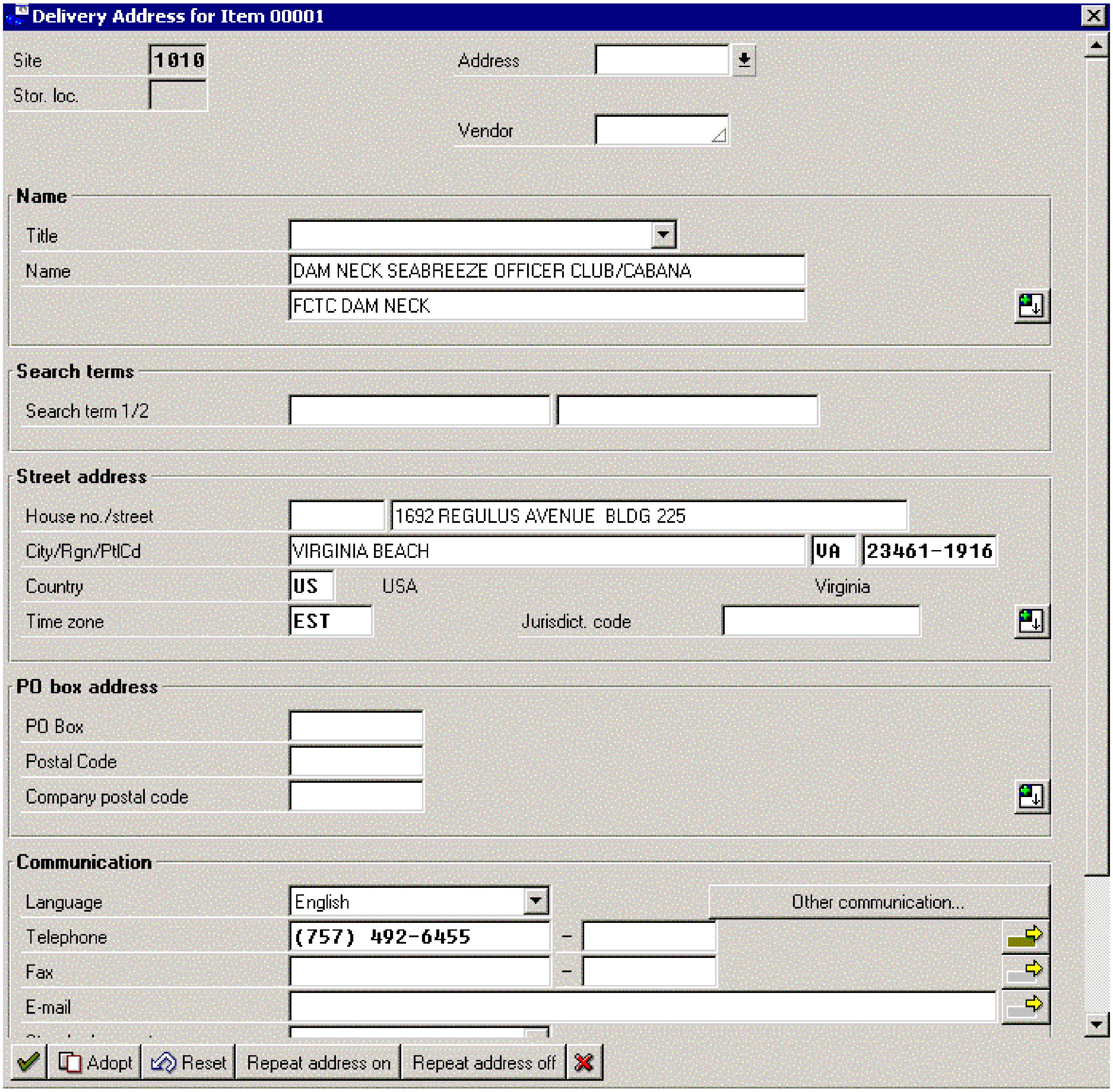
Now select the PO item by clicking once on the line itself to add further details.

To add a delivery address to the PO line item use **Item ➔ More functions ➔ Delivery address**

Screen 1: Delivery address for item XXXXX

Field	Description/Usage
Address (Top right)	The delivery address will default from the site's master record. If an alternative address is needed for delivery you may type this in manually. Though the screen shows that 40 characters can be typed in for the "NAME" of the delivery location, the system will produce a warning message indicating that the last 5 characters may NOT PRINT out properly on the purchase order. You can click through this warning, but you may notice the address does NOT print in full on the actual purchase order document. We suggest you use only 35 characters to record the NAME. If the delivery address will be used regularly, contact the system administrator to request that the delivery address be created in the system and accessed through the pull down menu at the top of the screen.

Vendor	Leave this field blank.
Title	Enter the title of contact person if appropriate.
Name	Enter the name of contact person. This field must always be filled.
House Address	
Street	Enter the street address, including the building number and suite number.
House number	Leave this field blank. This field may be used in the future.
Postal code	Enter the ZIP code of the delivery address.
City	Enter the city.
District	Leave this field blank.
Country	The country always defaults to "US". For the pilot implementation, the country will always be "US".
Time zone	The system default value can be accepted.
Region	Enter the state code in this field.
Jurisdict. code	Leave this field blank as MWR and VQ do not charge or pay sales taxes.
Communication	
Telephone	Enter the telephone number of contact person for the delivery.
Fax	Enter the fax number of contact person for the delivery.


Delivery Address for Item 00001
Name
Search terms
Street address
PO box address
Communication
Other communication...
Adopt
Reset
Repeat address on
Repeat address off

Site: 1010
Stor. loc.:
Address:
Vendor:

Title:
Name: DAM NECK SEABREEZE OFFICER CLUB/CABANA
FCTC DAM NECK

Search term 1/2:

House no./street: 1692 REGULUS AVENUE BLDG 225
City/Rgn/PtlCd: VIRGINIA BEACH VA 23461-1916
Country: US USA Virginia
Time zone: EST
Jurisdict. code:

PO Box:
Postal Code:
Company postal code:

Language: English
Telephone: (757) 492-6455 –
Fax: –
E-mail:

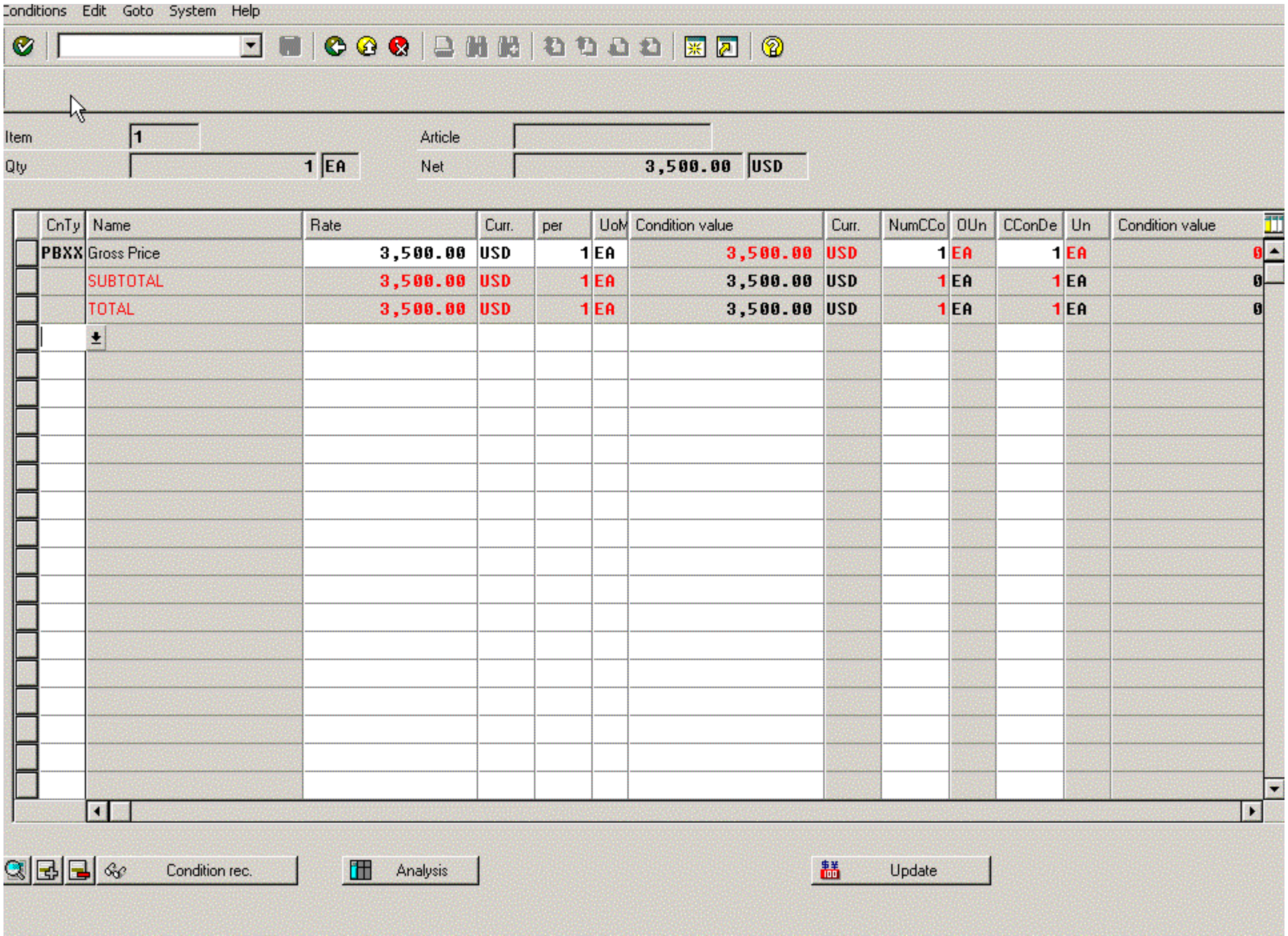
To use this delivery address for all subsequent PO line items, press the [Repeat address on] push-button. Press the Adopt icon to record the delivery address.

To add planned freight charges to the PO line item, select the item and use **Item ➔ Conditions**

NOTE: Freight added to a PO line item will be expensed to that line item (to the G/L account number of the line item)

Screen: Purchase order create: Item conditions

Field	**Description/Usage**
CnTy	To enter a planned freight amount only, enter condition type FRB1. Using any other freight condition will cause the system to print the freight charge on the purchase order. These other condition types will however be accepted by the system. Be careful to always enter FRB1. An additional condition type is available-ZXXX. This condition should be used for set-up charges or fees.
Rate	Enter the freight amount as a single dollar amount.
Curr.	USD as default
Per	Leave this field blank.
UoM	Leave this field blank.



Item 1
Qty 1 EA
Article
Net 3,500.00 USD

CnTy	Name	Rate	Curr.	per	UoM	Condition value	Curr.	NumCCo	OUn	CConDe	Un	Condition value
PBXX	Gross Price	3,500.00	USD	1	EA	3,500.00	USD	1	EA	1	EA	0
	SUBTOTAL	3,500.00	USD	1	EA	3,500.00	USD	1	EA	1	EA	0
	TOTAL	3,500.00	USD	1	EA	3,500.00	USD	1	EA	1	EA	0

Press ✓ to record the planned freight amount. The system will now display the freight value and the total value of the purchase order. The cash discount condition can be ignored as it will not affect the total value of the purchase order. It is merely showing the potential cash discount that can be expected if the discount payment terms are met by the payment program.

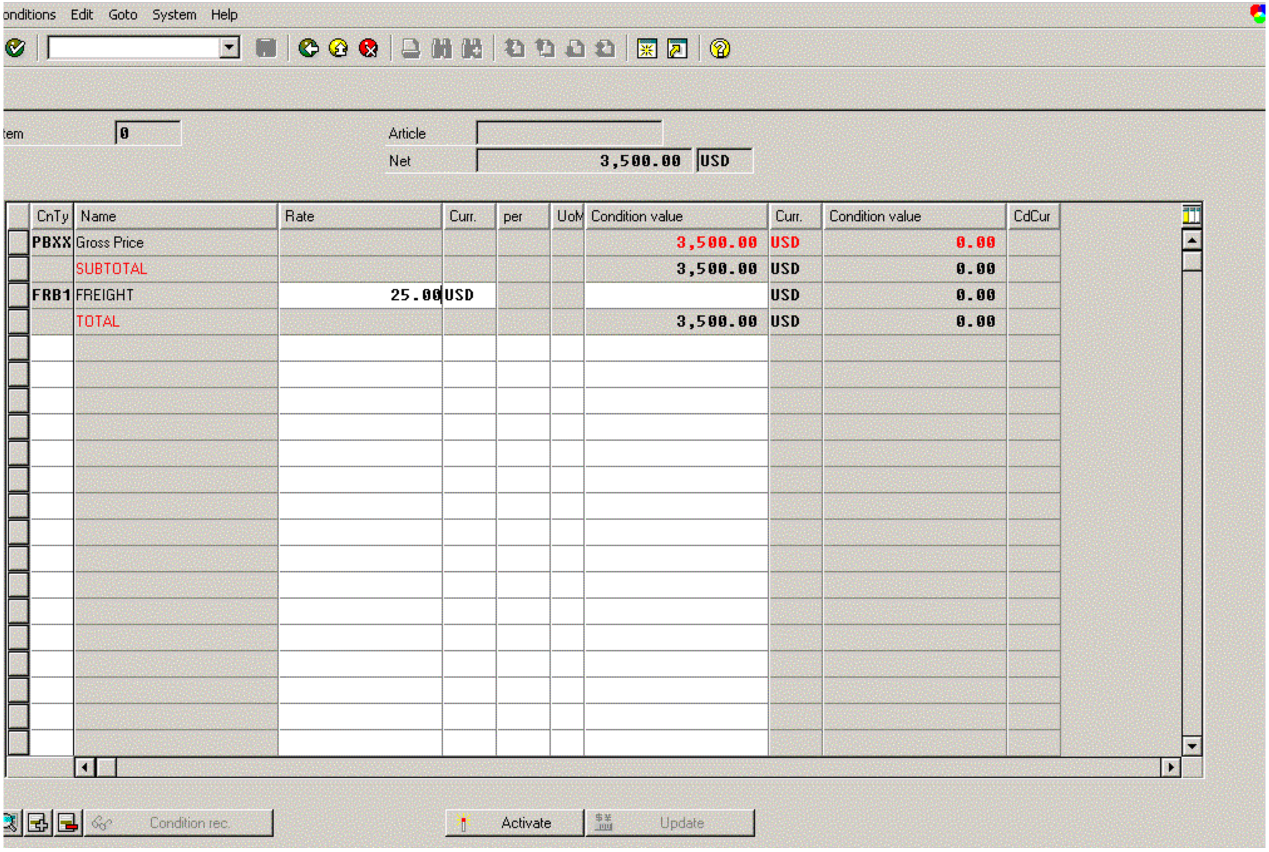
Click to return to the previous screen.

When entering planned freight (delivery costs) for a line item that uses multiple account assignment, the system will display a warning message asking whether the delivery costs should be deleted. Always choose "No". The system may display this message several times. Always choose "No". This warning message appears because currently the system cannot use planned delivery costs for multiple account assignment PO line items during the GR and IR stages of the procurement process. However, MWR and VQ procurement policy dictate that the freight charges must always appear on the purchase order. SAP is developing this functionality for a future release. Further details as to how planned freight (delivery costs) will be handled at invoice receipt are explained in process document MMBP003.

To add planned freight charges to the entire PO, DO NOT select a line item and use **Header** ➔ **Conditions**

***NOTE:** Freight added to the entire PO will be EQUALLY expensed to each line item (to G/L account number of the line item)

Field	**Description/Usage**
Cnty	Use drop-down and click on freight FRB1
Rate	Enter the total amount of freight on the purchase order
Currency	Leave Blank will fill in automatically
Condition Value	Leave Blank will fill in automatically



tem 0

Article

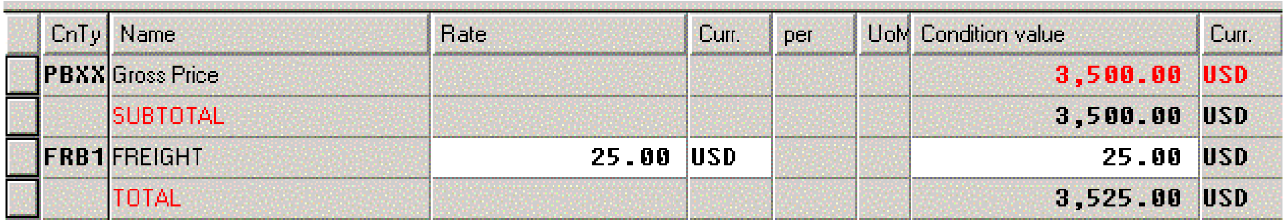
Net 3,500.00 USD

CnTy	Name	Rate	Curr.	per	UoM	Condition value	Curr.	Condition value	CdCur
PBXX	Gross Price					3,500.00	USD	0.00	
	SUBTOTAL					3,500.00	USD	0.00	
FRB1	FREIGHT	25.00	USD				USD	0.00	
	TOTAL					3,500.00	USD	0.00	

Press ✓ to record the planned freight amount. The system will now display the freight value.

To see the total value of the purchase order with freight Click ⬅ to return to the previous screen.

Press **Conditions** The system will now display the freight value and the total value of the purchase order. The cash discount condition can be ignored, as it will not affect the total value of the purchase order. It is merely showing the potential cash discount that can be expected if the discount payment terms are met by the payment program.

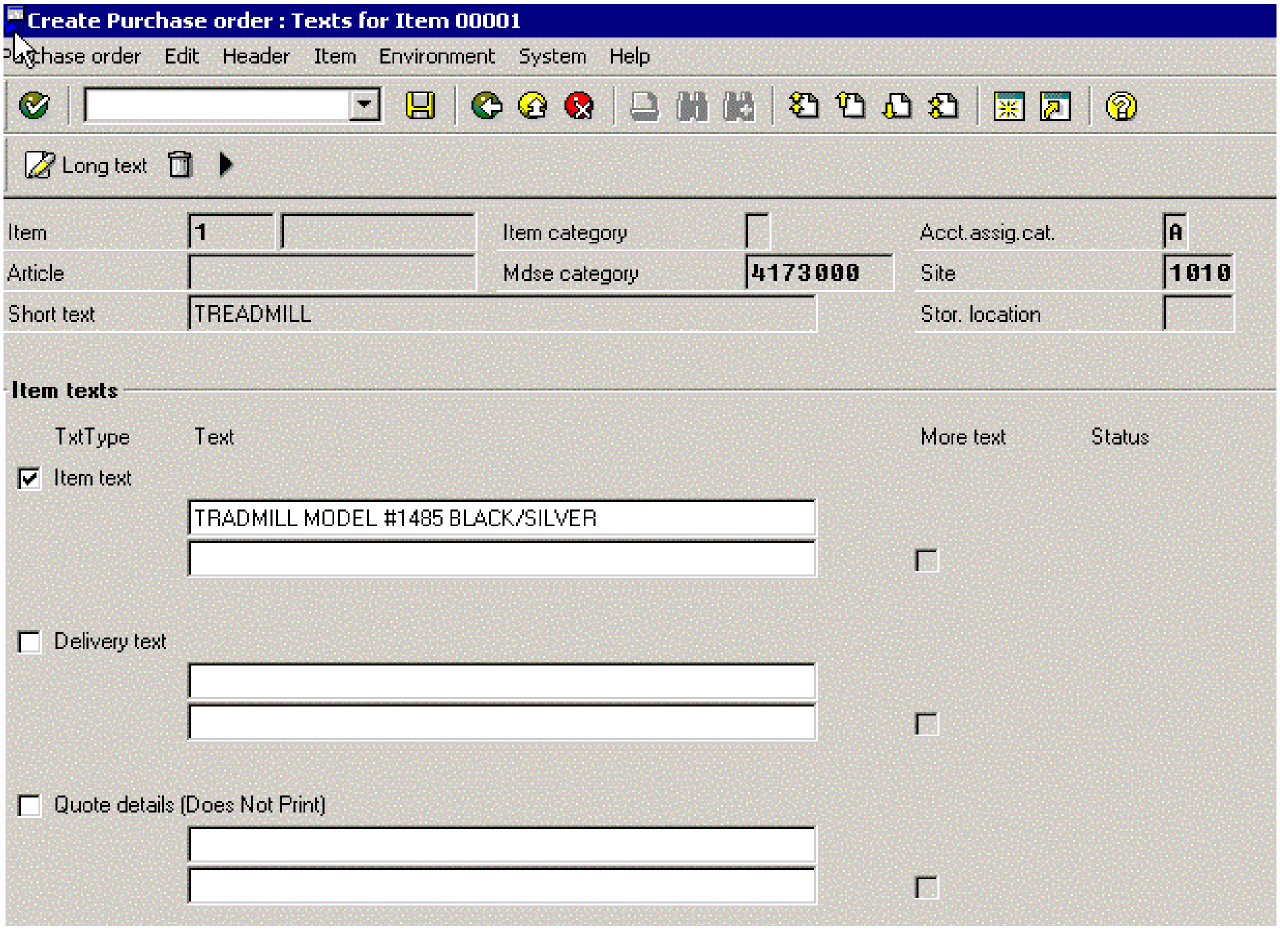


	CnTy	Name	Rate	Curr.	per	UoM	Condition value	Curr.
☐	PBXX	Gross Price					3,500.00	USD
☐		SUBTOTAL					3,500.00	USD
☐	FRB1	FREIGHT	25.00	USD			25.00	USD
☐		TOTAL					3,525.00	USD

To add detailed long text for a PO line item, select the line item by clicking on it, then use **Item ➔ Texts ➔ Text overview**. Use the page Up and Page Down icons to move through the list of text types.

Screen: Create Purchase order: Texts for item XXXXX

Field	Description/Usage
Detailed item text	Use this text type to describe the item being procured in unlimited detail. This useful when the short text of the PO line item is not descriptive or long enough to fully identify the item. This text will print on the purchase order.
Info Record PO text	Do not use this text type. It is reserved for future enhancements to the procurement functionality of the MWR SAP system.
Material PO text	Do not use this text type. It is reserved for future enhancements to the procurement functionality of the MWR SAP system.
Item Delivery text	Use this text type to describe the delivery instructions for the item being procured in unlimited detail. This useful when the delivery requires special instructions that the vendor must know about. This text will print on the purchase order.
Quote details	Use this text type to record any information about the quote(s) received for this particular item being procured. This text will **NOT** print on the purchase order, but will be available to user on-line.


Create Purchase order : Texts for Item 00001
Purchase order Edit Header Item Environment System Help
Long text

Item: 1
Item category:
Acct.assig.cat.: A
Article:
Mdse category: 4173000
Site: 1010
Short text: TREADMILL
Stor. location:

Item texts

TxtType	Text	More text	Status
☑ Item text	TRADMILL MODEL #1485 BLACK/SILVER	☐	
☐ Delivery text		☐	
☐ Quote details (Does Not Print)		☐	

To record unlimited long text simply click on the checkbox located beside the text type, then press the [Long Text] push-button. A screen will appear where the text can be recorded in a fashion similar to a word processor. To return to the previous screen when you are finished recording the long text, simply Click ⬅.

Click ⬅ to return to the PO line item overview screen.

Perform one last review of the information entered.

The purchase order can now be saved by clicking 💾.

The system will return a message: ***"Document no. 45XXXXXXXX created"***

☑ Change Asset Purchase Order

Menu Path: **Logistics ➔ Retailing➔ Purchasing➔Purchase Order ➔Purchase Order ➔Change**

Transaction: **ME22**

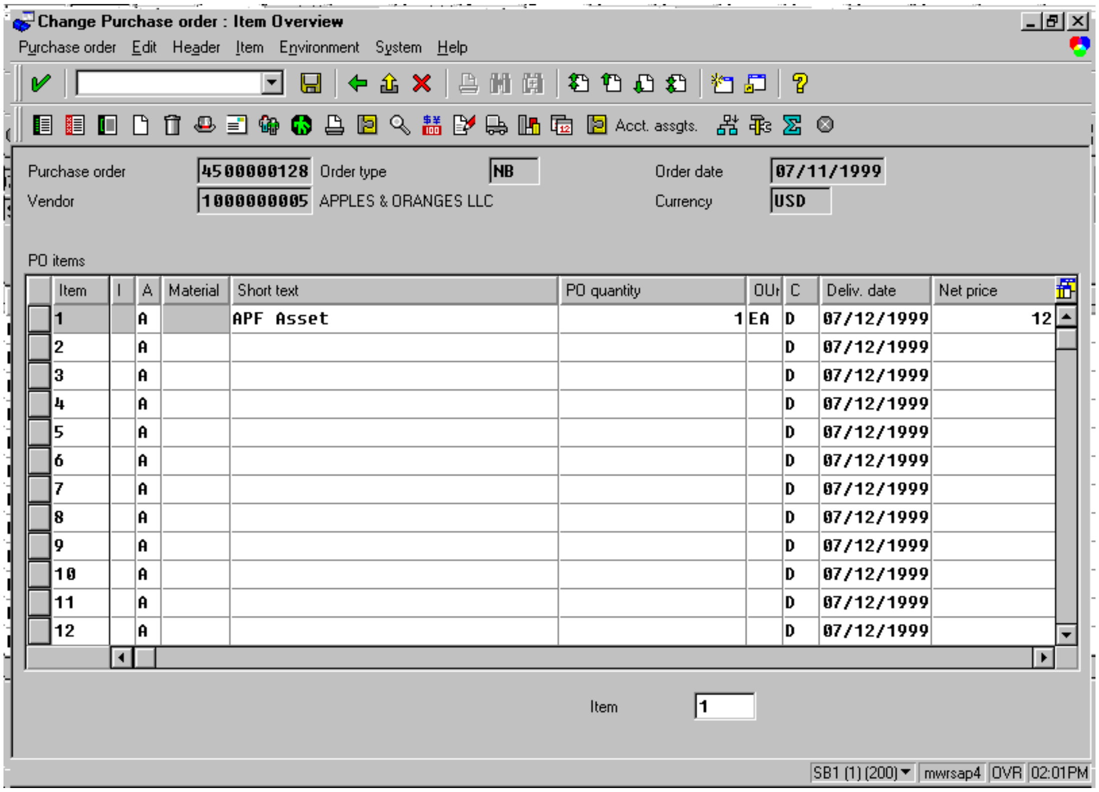
Screen 1: Change Purchase Order: Initial Screen

Field	Description/Usage
Purchase order	Enter the number of the purchase order to be changed

Press the Enter key or click the green checkmark ✓ to continue.

Screen: Change Purchase Order: Item overview

Field	Description/Usage
Account Assignment Category	Change the account assignment category if required. Note that the account assignment details will also need to be changed. This field cannot be changed after goods receipt or the invoice receipt for this PO line item has occurred.
Short Text	Change the required Short Text Description. This field can always be changed, even after goods receipt or invoice receipt.
PO Quantity	Change the quantity of the items ordered, if required. The quantity can be changed after goods receipt but the system issues a warning if the Delivery Complete indicator was set during a previous goods receipt. This indicator is set to inform the user that further deliveries are not expected.
OUn	Change the order unit of measure (e.g. from CAS to EA). This field cannot be changed after the goods receipt or the invoice receipt for this PO line item has occurred.
Net Price	Change the order price per unit, if required.
Delivery date	Change the date of delivery, if required.
Merchandise category	Change the merchandise category, if required. However, it is not good practice to change the merchandise category for asset procurement, once the asset master record shell has been created by the system (which occurs when the PO is initially created). The merchandise category derives the asset class for the asset master record.


Change Purchase order : Item Overview
Purchase order Edit Header Item Environment System Help
Acct. assgts.
SB1 (1) (200)
mwrsap4
OVR
02:01PM

Purchase order 4500000128 Order type NB Order date 07/11/1999

Vendor 1000000005 APPLES & ORANGES LLC Currency USD

PO items

Item	I	A	Material	Short text	PO quantity	OUn	C	Deliv. date	Net price
1		A		APF Asset	1	EA	D	07/12/1999	12
2		A					D	07/12/1999	
3		A					D	07/12/1999	
4		A					D	07/12/1999	
5		A					D	07/12/1999	
6		A					D	07/12/1999	
7		A					D	07/12/1999	
8		A					D	07/12/1999	
9		A					D	07/12/1999	
10		A					D	07/12/1999	
11		A					D	07/12/1999	
12		A					D	07/12/1999	

Item 1

Select **Item ➔ Details**

To change the delivery address of a PO line item, select the item by clicking on it and then use **Item ➔ More functions ➔ Delivery address**

Screen 1: Delivery address for item XXXXX

Field	Description/Usage
Address (Top right)	The delivery address will default from the site's master record. If an alternative address is needed for delivery you may type this in manually. Though the screen shows that 40 characters can be typed in for the "NAME" of the delivery location, the system will produce a warning message indicating that the last 5 characters may NOT PRINT out properly on the purchase order. You can click through this warning, but you may notice the address does NOT print in full on the actual purchase order document. We suggest you use only 35 characters to record the NAME. If the delivery address will be used regularly, contact the system administrator to request that the delivery address be created in the system and accessed through the pull down menu at the top of the screen.
Vendor	Leave this field blank.
Title	Enter the title of contact person if appropriate.

Name	Enter the name of contact person. This field must always be filled.
House Address	
Street	Enter the street address, including the building number and suite number.
House number	Leave this field blank. This field may be used in the future.
Postal code	Enter the ZIP code of the delivery address.
City	Enter the city.
District	Leave this field blank.
Country	The country always defaults to "US". For the pilot implementation, the country will always be "US".
Time zone	The system default value can be accepted.
Region	Enter the state code in this field.
Jurisdict. code	Leave this field blank as MWR and VQ do not charge or pay sales taxes.
Communication	
Telephone	Enter the telephone number of contact person for the delivery.
Fax	Enter the fax number of contact person for the delivery.

Press the Adopt icon to record the delivery address.

Click ← to return to the PO line item overview screen.

To change planned freight charges to the PO line item, select the item and use **Item → Conditions**

✎ **NOTE:** Freight will be expensed to the same G/L account as the actual line item.

Screen: Purchase order create: Item conditions

Field	Description/Usage
CnTy	To change or enter a planned freight amount only, enter condition type FRB1. Using any other freight condition will cause the system to print the freight charge on the purchase order. These other condition types will however be accepted by the system. Be careful to always enter FRB1. An additional condition type is available-ZZ01. This condition should be used for set-up charges or fees.
Rate	Change or Enter the freight amount as a single dollar amount.
Curr.	USD as default
Per	Leave this field blank.
UoM	Leave this field blank.

Press ✓ to record the new planned freight amount.

Click to return to the PO line item overview screen.

To Change planned freight charges to the entire PO, DO NOT select a line item and use **Header** ➔ **Conditions**

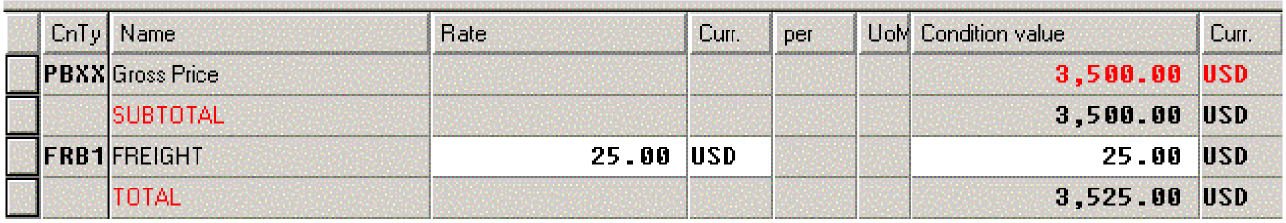
NOTE: Freight added to the entire PO will be EQUALLY expensed to each line item (to the G/L account numbers of each line item)

Field	Description/Usage
Cnty	Change or Use drop and click on freight FRB1 Using any other freight condition will cause the system to print the freight charge on the purchase order. These other condition types will however be accepted by the system. Be careful to always enter FRB1. An additional condition type is available-ZZ01. This condition should be used for set-up charges or fees.
Rate	Change or Enter the total amount of freight on the purchase order
Currency	USD Default
Condition Value	Leave Blank will default

Press to record the planned freight amount. The system will now display the freight value.

To see the total value of the purchase order with freight Click to return to the previous screen.

Press **Conditions** The system will now display the freight value and the total value of the purchase order. The cash discount condition can be ignored, as it will not affect the total value of the purchase order. It is merely showing the potential cash discount that can be expected if the discount payment terms are met by the payment program.



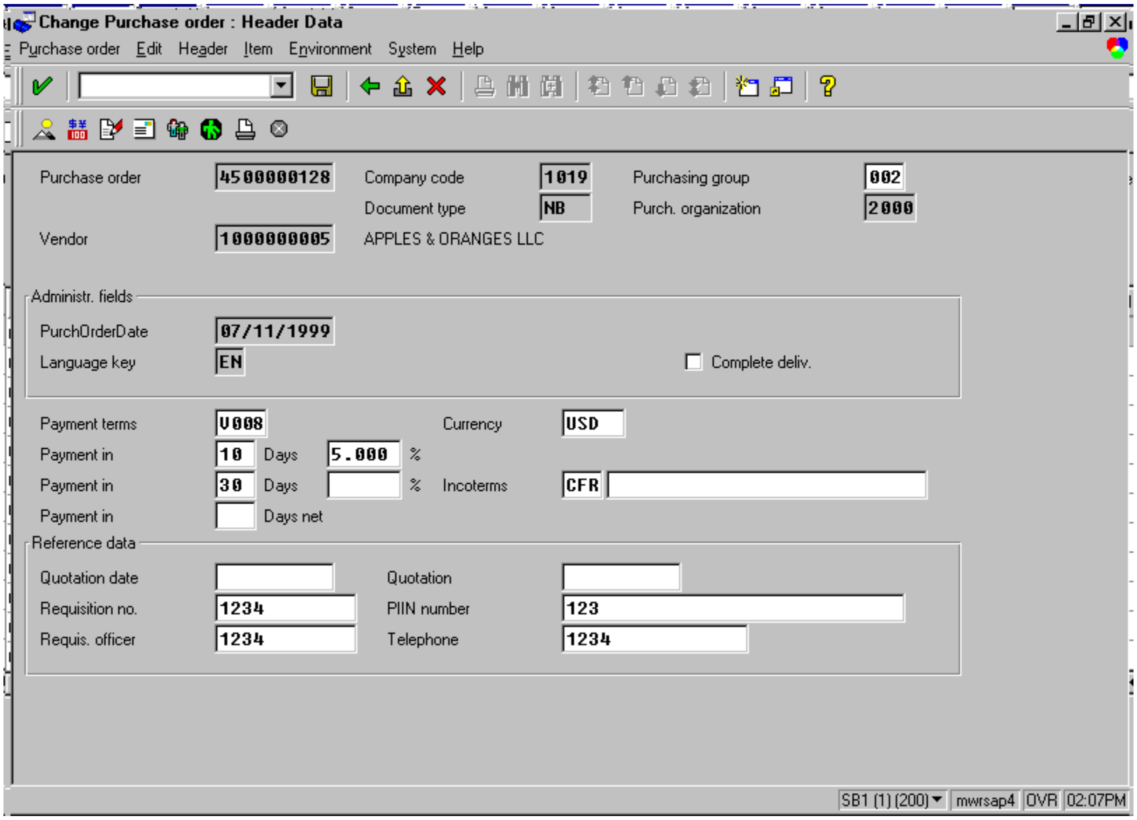
CnTy	Name	Rate	Curr.	per	UoM	Condition value	Curr.
PBXX	Gross Price					3,500.00	USD
	SUBTOTAL					3,500.00	USD
FRB1	FREIGHT	25.00	USD			25.00	USD
	TOTAL					3,525.00	USD

To change PO Header information select the line item and use **Header** ➔ **Details**

Screen: Change Purchase Order: Header data

Field	**Description/Usage**
Quotation Date	Change or enter the date the vendor's quotation, if required.
Quotation	Change or enter the vendor's quotation number, if required.
Your Reference	Change MWR/VQ manual requisition number, if required.
Your Reference Number	Change data in this field, if required.
Requis. officer	Change the name of the Requisitioning officer, if required.
Telephone	Change the Telephone Number of Requisitioning officer, if required.

Click ⬅ to return to the PO line item overview screen.



Purchase order 4500000128
Company code 1019
Purchasing group 002
Document type NB
Purch. organization 2000
Vendor 1000000005
APPLES & ORANGES LLC

Administr. fields
PurchOrderDate 07/11/1999
Language key EN
☐ Complete deliv.

Payment terms V008
Currency USD
Payment in 10 Days 5.000 %
Payment in 30 Days %
Incoterms CFR
Payment in Days net

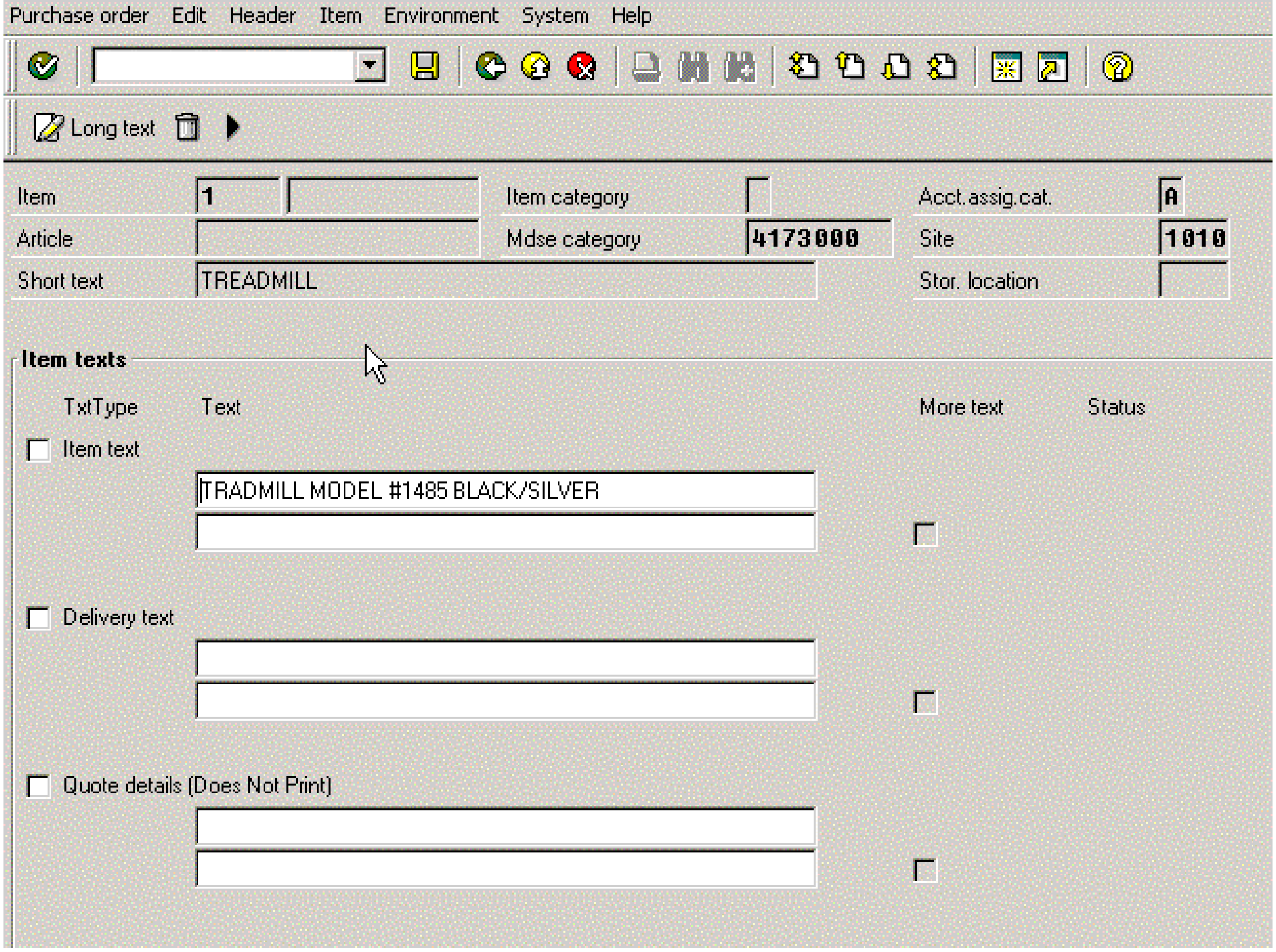
Reference data
Quotation date
Quotation
Requisition no. 1234
PIIN number 123
Requis. officer 1234
Telephone 1234

SB1 (1) (200) mwrsap4 OVR 02:07PM

To change PO line item detailed text, select the item and click **Item Text** ✎**.**

Screen: Change Purchase order: Texts for item XXXXX

Field	Description/Usage
Item text	Use this text type to describe the item being procured in unlimited detail. This useful when the short text of the PO line item is not descriptive or long enough to fully identify the item. This text will print on the purchase order.
Delivery text	Use this text type to describe the delivery instructions for the item being procured in unlimited detail. This useful when the delivery requires special instructions that the vendor must know about. This text will print on the purchase order.
Quote details	Use this text type to record any information about the quote(s) received for this particular item being procured. This text will **NOT** print on the purchase order, but will be available to user on-line.



Item: 1
Item category:
Acct.assig.cat.: A
Article:
Mdse category: 4173000
Site: 1010
Short text: TREADMILL
Stor. location:

☐ Item text: TRADMILL MODEL #1485 BLACK/SILVER ☐
☐ Delivery text ☐
☐ Quote details (Does Not Print) ☐

To change the long text simply click on the checkbox located beside the text type, then press the [Long Text] push-button. A screen will appear where the text previously entered can be changed or new text recorded in a fashion similar to a word processor. To return to the previous screen when you are finished changing the long text, simply click ⬅.

Click ⬅ to return to the PO line item overview screen.

To save the changes made to the purchase order, click 💾 .

☑ Display Asset Purchase Order

LOGISTICS ➔ MATERIALS MANAGEMENT ➔ PURCHASING ➔PURCHASE ORDER ➔DISPLAY

Transaction: **ME23**

Screen 1: Display Purchase Order: Initial Screen

The purchase order line item overview screen is displayed. The purchase order screens can be navigated as when changing the purchase order.

☑ CREATE PURCHASE ORDER – BLANKET PURCHASE AGREEMENT

Blanket Purchase Agreements will also be created using this process. A few exceptions are noted. The BPA will be primarily created so that a "contract document" can be sent the vendor and terms of procurement of items against agreed upon. Goods receipt and invoice verification for BPAs will take place outside the Materials Management module. However, by encoding the BPA's into the system, a complete audit trail is available and reports can be generated for use by management.

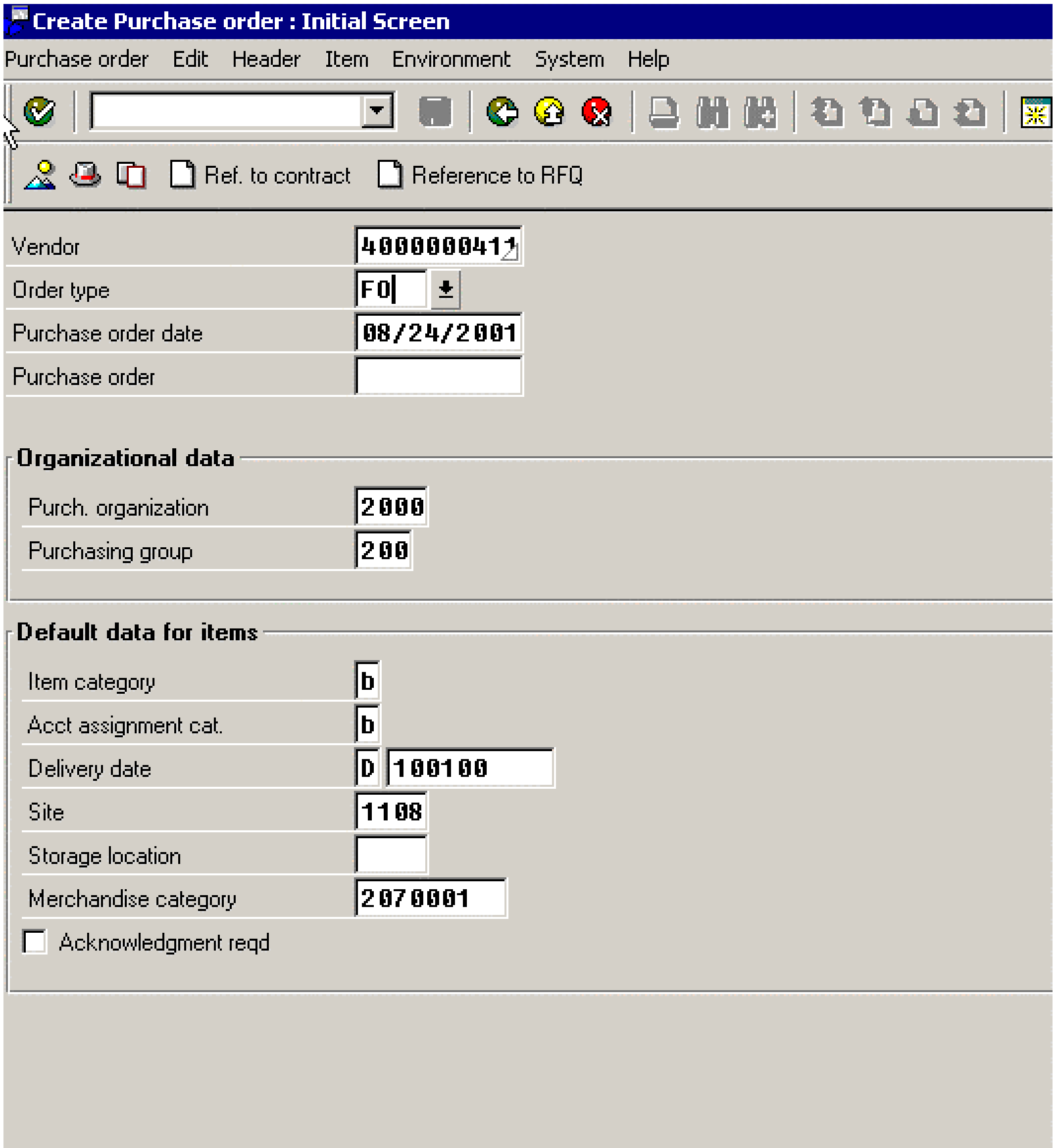
The initial process to create a BPA mirrors that of a 'regular PO'.

Logistics ➔ Retailing ➔ Purchasing ➔ Purchase Order ➔ Purchase Order ➔Create ➔ Vendor known

Transaction: **ME21**

Screen 1: Create Purchase Order: Initial Screen

Field	Description/Usage
Vendor	Enter the vendor account number for which the purchase order will be issued. Note that if the vendor has never been used before, a vendor master record must have already been created. MWR HQ procurement will create vendor master records on an ad hoc basis for all bases/funds.
Order Type	Enter order type FO for Restricted Use Blanket Purchase Orders
Purchase order date	Enter the date for the purchase order.
Purchase order	Leave this field blank. System will assign a purchase order number automatically.
Organizational data	
Purch Organization	Always use purchasing organization 2000, the only valid MWR and VQ Purchasing Organization. A purchasing organization is really a meaningless organization structure for MWR, but is required by SAP.
Purchasing Group	Enter the appropriate purchasing group
Default data for items	
Item Category	Enter “B” for BPA
Acc. Assignment Cat	Enter “B” for BPA
Delivery Date	You can leave this field blank
Site	Enter the site code that coincides with the company code for which the requisitioned items are being procured.
Merchandise category	Enter the appropriate merchandise category for the items being procured: 2050001 TEXT RENTALS 2070001 TEXT SUPPLIES/SERVICES
Acknowledgement reqd	Check this indicator if each purchase order item is to be acknowledged by the vendor.


Create Purchase order : Initial Screen
Purchase order
Edit
Header
Item
Environment
System
Help
Ref. to contract
Reference to RFQ

Vendor: 4000000411
Order type: FO
Purchase order date: 08/24/2001
Purchase order:

Organizational data

Purch. organization: 2000
Purchasing group: 200

Default data for items

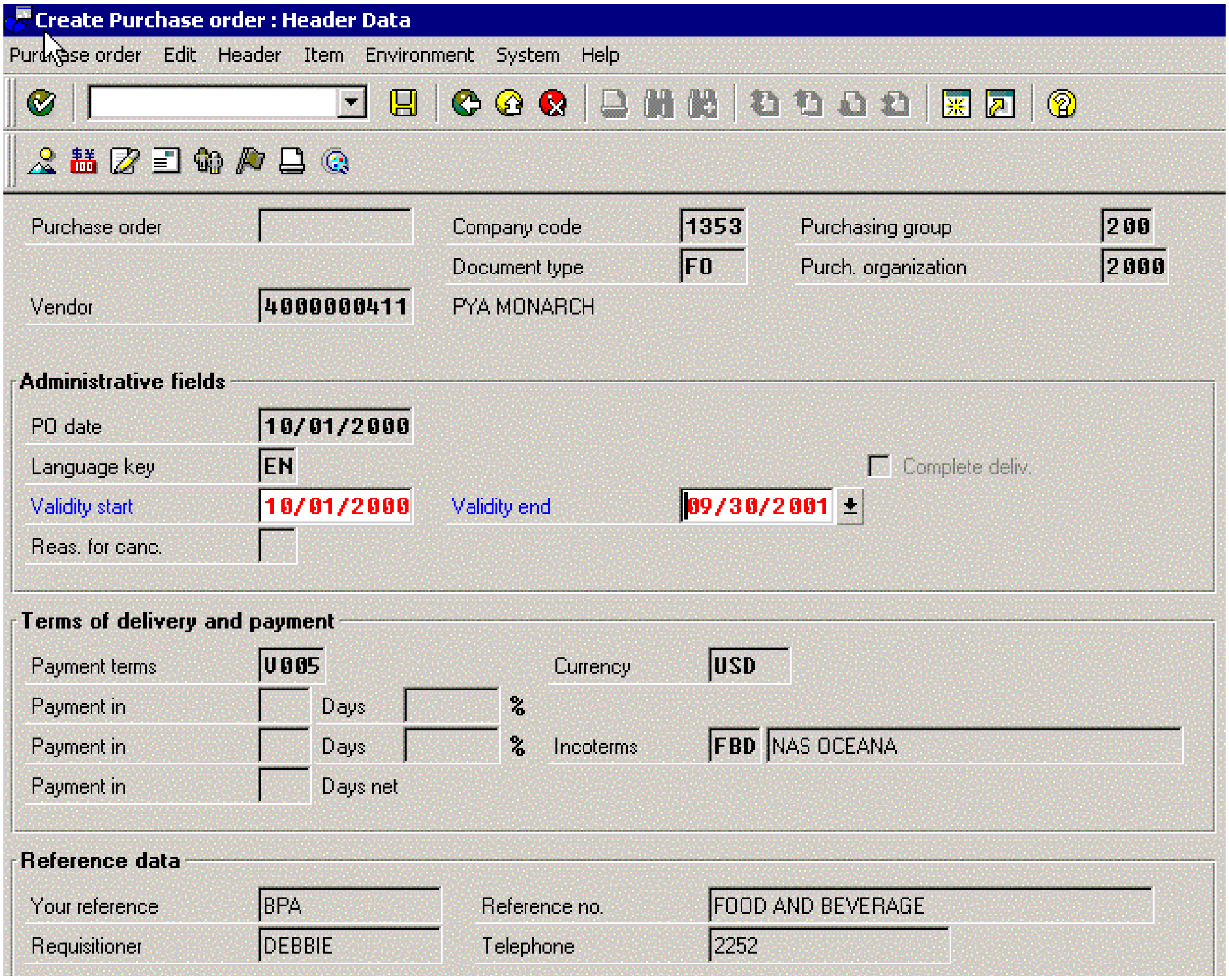
Item category: b
Acct assignment cat.: b
Delivery date: D 100100
Site: 1108
Storage location:
Merchandise category: 2070001
☐ Acknowledgment reqd

Press the Enter key or click the green checkmark ✓ to continue.

Screen 2: Create Purchase Order: Header Data

Field	**Description/Usage**
Validity Start	Enter the Effective date (start date) of your BPA
Validity End	Enter the Expiration date of the BPA
Incoterms	This field represents shipping terms and should default to the shipping terms from the vendor master record. Shipping terms normally used **"free on board - destination"(FBD) or "free on board-shipping point" (FBS) . The second field should be used to define the BASE location of the delivery destination (i.e. Naval Station XYZ)**
Your Reference	Enter the locally determined requisition number if appropriate. If not, you can enter '.' as default or use the field for another data element determined by local users.

Reference Number	This requirement has been determined to be optional under SAP .We suggest using this field to identify "USA purchases", or use the field to identify some other piece of data such as AFNAFPO contract number or GSA contract number.
Requis. officer	Enter the name of the Requisitioning officer (Activity Manager)
Telephone	Enter Telephone Number of Requis. officer



Purchase order
Company code 1353
Purchasing group 200
Document type FO
Purch. organization 2000
Vendor 4000000411 PYA MONARCH

Administrative fields
PO date 10/01/2000
Language key EN
☐ Complete deliv.
Validity start 10/01/2000
Validity end 09/30/2001
Reas. for canc.

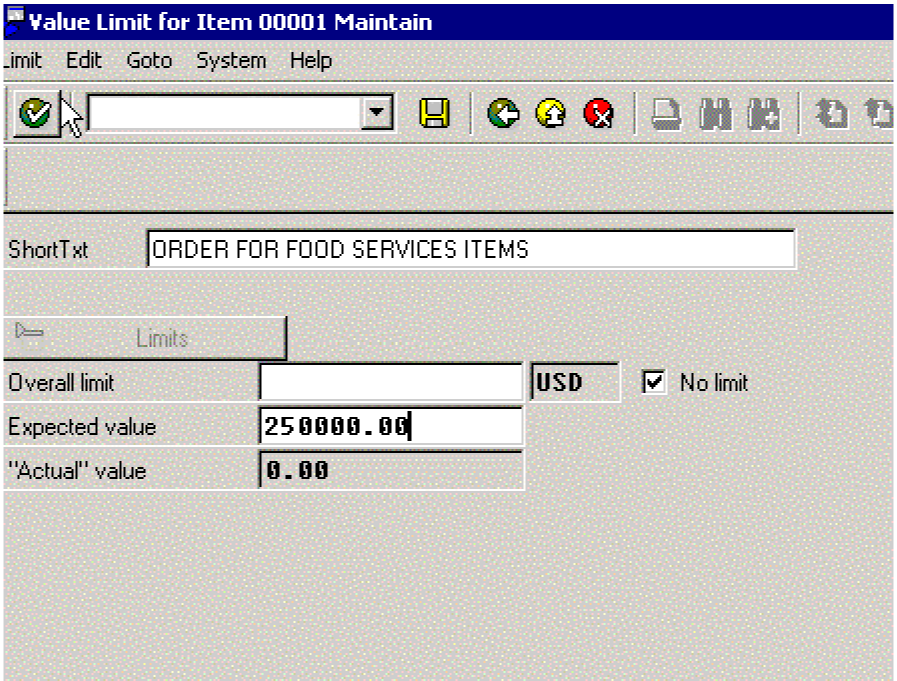
Terms of delivery and payment
Payment terms V005
Currency USD
Payment in Days %
Payment in Days %
Incoterms FBD NAS OCEANA
Payment in Days net

Reference data
Your reference BPA
Reference no. FOOD AND BEVERAGE
Requisitioner DEBBIE
Telephone 2252

Press the Enter key or click the green checkmark ✓ to continue.

Field	Description/Usage
Short Text	Enter the text you wish to print out on the BPA/Short Description of goods/services that will be ordered against the contract. You MUST put some text in this field – DO NOT LEAVE BLANK!
Overall Limit	If there is an overall limit (cap or maximum) on the BPA. This field can be modified at any time. This field is optional. Remember, these fields are only "memo" fields – there is no link between actual purchases/calls and this BPA document!

No Limit	Check this box if there is no "cap" or limit to orders against this BPA.
Expected Value	This is the expected or "target" value of the order. You can leave this blank if you wish/this field is optional. Remember, these fields are only "memo" fields – there is no link between actual purchases/calls and this BPA document!
Actual Value	Leave blank – will default "Greyed" out.


Value Limit for Item 00001 Maintain
Limit Edit Goto System Help
Limits

ShortTxt: ORDER FOR FOOD SERVICES ITEMS

Overall limit: USD ☑ No limit

Expected value: 250000.00

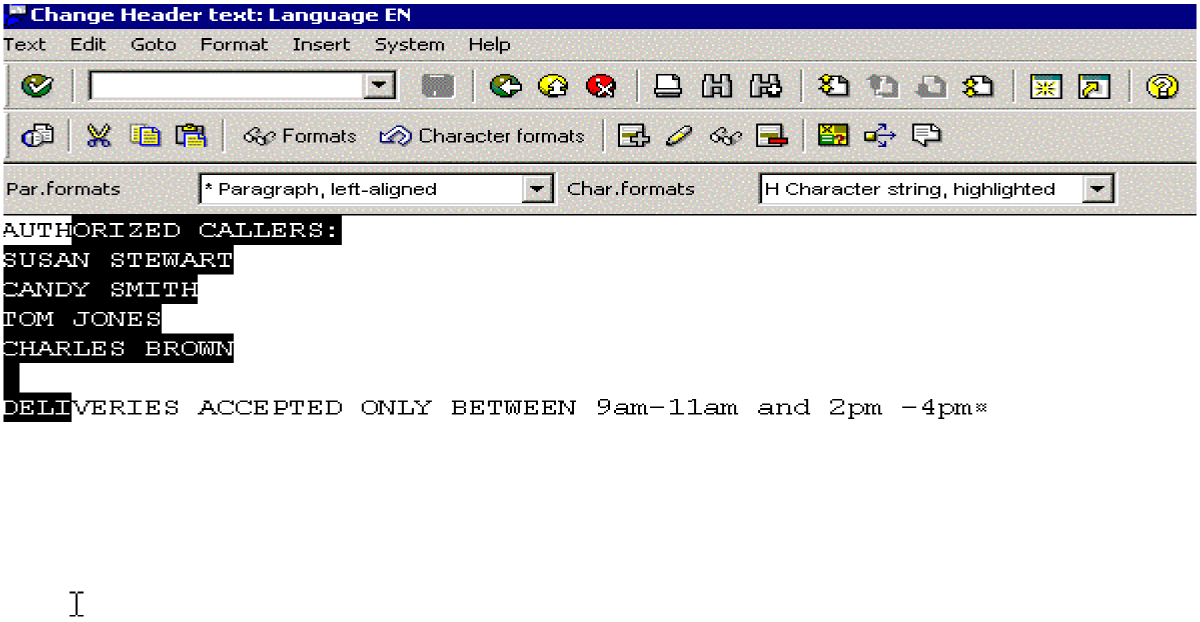
"Actual" value: 0.00

If you need to include a longer description of the goods/services to be ordered, list of authorized BPA callers, receiving agents, or additional information on the body of the BPA (that will print on the actual contract), press . You will now see the main body of the document. To enter LONG TEXT select the icon. . This is the "header" portion of the contract.

Then select the long text icon

Again, select the long text icon

On the following screen you can type as much or as little information on the document. This WILL print out on the actual contract form!


Change Header text: Language EN
Text Edit Goto Format Insert System Help
Formats
Character formats
Par.formats
* Paragraph, left-aligned
Char.formats
H Character string, highlighted

```
AUTHORIZED CALLERS:
SUSAN STEWART
CANDY SMITH
TOM JONES
CHARLES BROWN

DELIVERIES ACCEPTED ONLY BETWEEN 9am-11am and 2pm -4pm
```

After you finish your long text entries. press

Click “Save” .

The completed contract should be signed by the appropriate warrant authority and sent to the vendor for review/signature.

NOTE: Please note, there is NO link in AIMS/SAP between the actual order placed against this BPA, no tracking of BPA Call Numbers, etc. Navy Procurement policies still require BPA call numbers to be tracked using some locally developed method. At this time, AIMS cannot satisfy this requirement through the Procurement module.

Goods Receipts

Goods receipt will be verified against the corresponding purchase order to ensure correct goods and quantity are received.

For all system generated purchase orders, the procurement clerk/A/P will directly enter the goods receipt into the system. Based on local connectivity and staffing requirements, it is possible for persons other than the Accounting staff to enter the goods receipt into the system. The Receiving Agent (or warehouse person) may be given authorization to enter the goods receipt in the AIMS system - this is a local decision.

MWR and VQ:

Until such time that the warehouse and facility staffs have access to AIMS and the goods receipt function, the following procedure should be used.

Purchasing/Receiving Agent

1. **Upon receipt of all goods the goods receipt copy of the purchase order is signed/dated by the receiving agent and forwarded to the MWR Regional Accounting Office.**

2. In cases of partial receipts, the receiving copy should be flagged as "partial" and forwarded to the Accounting Office. When all goods are received a final goods receipt can be signed and forwarded to the accounting office with a notation of "complete" or "complete delivery."

Accounting Office

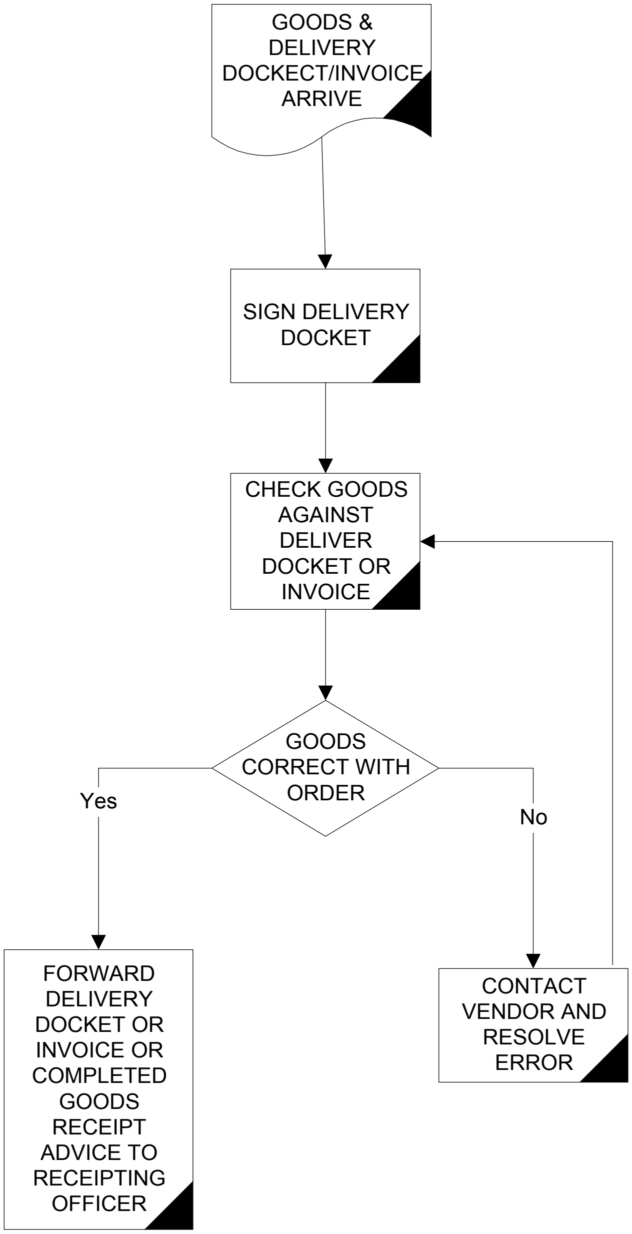
3. Goods Receipt is checked to ensure the Goods Receipt has been signed and dated.
4. Goods Receipts are entered into the SAP system.
5. Goods Receipts document number should be noted on the Purchase order copy.

NOTE: Goods Receipts may also be entered into the system where there is no receiving copy in the following instances:

a) vendors invoice has been signed by an authorizing departmental person acknowledging the receipt of goods;
b) Verbal assurance from the receiving officer that goods are received. (In this case, an ordering person would sign a memorandum attesting that the goods were received).

Business Model

GOODS RECEIPT


GOODS & DELIVERY DOCKECT/INVOICE ARRIVE
SIGN DELIVERY DOCKET
CHECK GOODS AGAINST DELIVER DOCKET OR INVOICE
GOODS CORRECT WITH ORDER
Yes
No
FORWARD DELIVERY DOCKET OR INVOICE OR COMPLETED GOODS RECEIPT ADVICE TO RECEIPTING OFFICER
CONTACT VENDOR AND RESOLVE ERROR

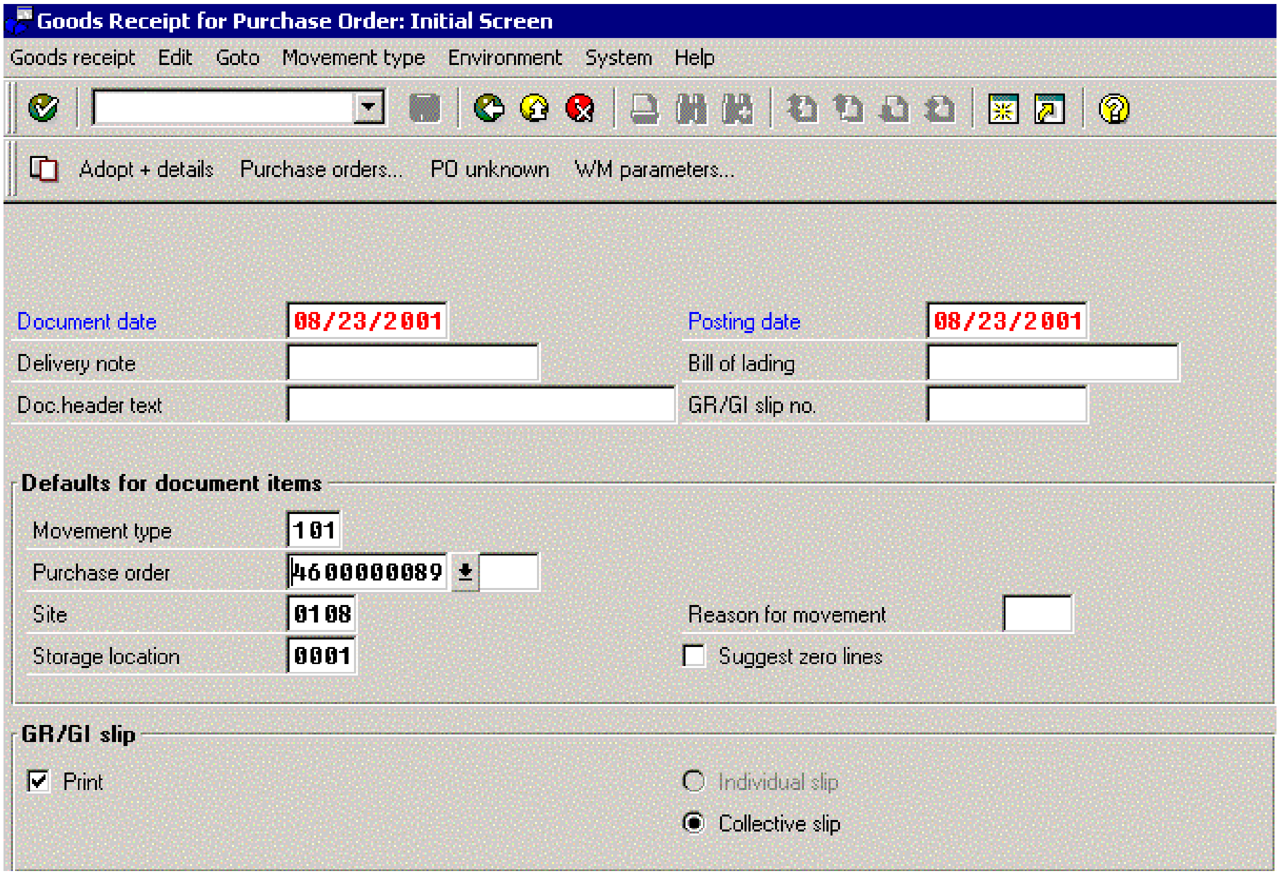
Create Goods Receipt

LOGISTICS ➔ RETAILING➔ PURCHASING ➔ PURCHASE ORDER ➔ FOLLOW-0N FUNCTIONS➔ GOODS RECEIPT

Transaction code: **MB01**

Screen 1: Goods receipt for Purchase Order: Initial screen

Field	**Description/Usage**
Document Date	The document date is the date on which the original document was issued.
Posting Date	Enter the Delivery Date
Delivery Note	Leave Blank
Bill of Lading	Number identifying the bill of lading of the goods that have been received. The bill of lading is the document issued by the sender that accompanies the goods. Normally left blank
Doc header text	The document header text contains explanations or notes which apply to the document as a whole, that is, not only for certain line items.
Defaults for document items	
Movement type	Only enter '101' for a goods receipt or '122' for a return to vendor. Enter '102' for a reversal on goods receipt in case of error.
Purchase Order	Enter the relevant purchase order number to which the goods receipt or goods return relates. The purchase order number should to be quoted by the vendor on the shipping documents or packing slip. The purchase order number can also be found on the goods receipt copy of the purchase order (which is sent to the warehouseman).
Site	Enter the site to which the goods are being received or from which they are being returned. Note that a site for MWR and VQ corresponds to a company code, which in turn represents a fund.
Reason for movement	Leave this field blank for a goods receipt. Enter one of the following codes for a goods return: 0001 Poor quality 0002 Incomplete 0003 Damaged
Storage location	Leave this field blank.
Suggest zero lines	Leave this field blank.
GR/GI slip	
Individual slip	Leave the default value.
Print	Check this box if you want to print the goods receipt


Goods Receipt for Purchase Order: Initial Screen
Goods receipt
Edit
Goto
Movement type
Environment
System
Help
Adopt + details
Purchase orders...
PO unknown
WM parameters...

Document date 08/23/2001
Posting date 08/23/2001
Delivery note
Bill of lading
Doc.header text
GR/GI slip no.

Defaults for document items

Movement type 101
Purchase order 4600000089
Site 0108
Reason for movement
Storage location 0001
☐ Suggest zero lines

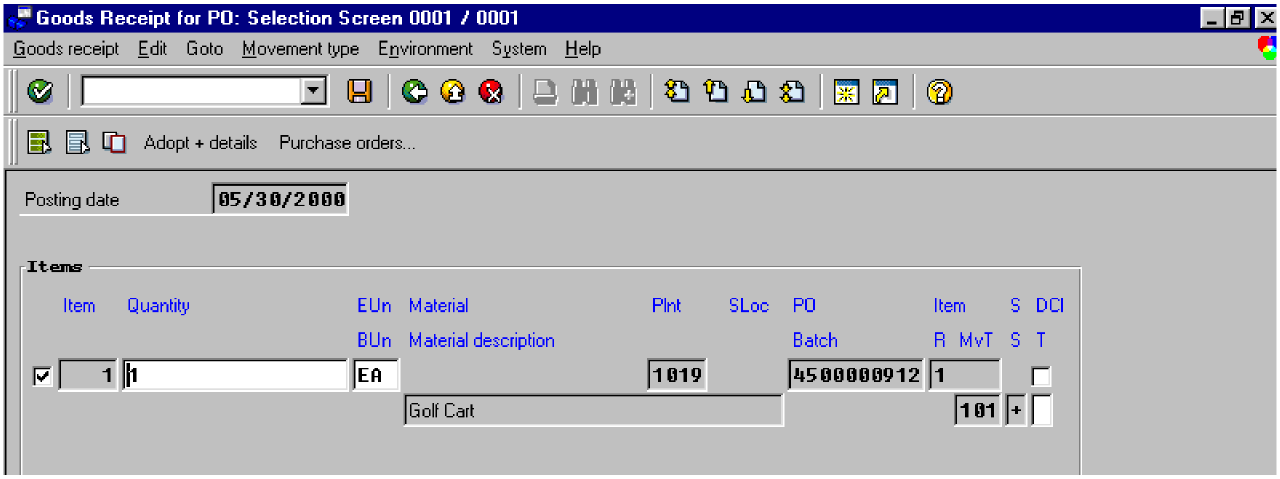
GR/GI slip

☑ Print
○ Individual slip
● Collective slip

Press the Enter key or click the green checkmark ✓ to continue.

Screen: Goods receipt for PO: Selection screen 0001/XXXX

Field	Detail to Input
Items:	
Item	Make sure that the checkbox beside the item is flagged. The system defaults a value from the purchase order. In cases of partial shipments where one of the line items order was NOT received, remember to "unflag" the checkbox beside the line item. In other words, if you did **NOT** receive the item, unflag this box.
Quantity	Enter the quantity to be receipted or returned, in the unit of entry. The quantity is automatically converted to the stockkeeping unit of measure. The system defaults a value from the purchase order. In cases of partial shipments, **remember to change the default quantity to the amount actually received.**
EUn	Unit of measure in which the goods movement or inventory count is entered. The system defaults a value from the purchase order.
Delivery completed	Flag this indicator if the goods receipt is expected to be the final delivery (i.e. the purchase order quantity has been fully received or when no further shipments are expected).
Stock type	Leave this field blank.



Posting date 05/30/2000

☑ Item	Quantity	EUn / BUn	Material / Material description	Plnt	SLoc	PO / Batch	Item / R	MvT	S	DCI / T
1	1	EA	Golf Cart	1019		4500000912	1	101	+	☐

To display the goods receipt document in detail, press the [Adopt + Details] push-button.

Click 💾 the SAVE icon to post the Goods Receipt.

The following message will appear: ***"Document 50XXXXXXXX posted"***

NOTE: Posting of the goods receipt document results in an entry being recorded to the general ledger. This entry records the liability of the MWR/VQ activity (to pay the vendor for the goods/service) on the balance sheet. The following entry is made:

Debit:	**XXXXXX**	**(Expense Account/Inventory or Asset Account)**
Credit:	**201010**	**(GR/IR Clearing)**

Change Goods Receipt

Very few fields on a goods receipt can be changed. These fields include the Document Header Text and the item text. All other fields such as quantity, or date cannot be changed. If these other fields require changing, the goods receipt should be reversed using Movement Type 102 (see the following section).

In cases where merchandise is returned to the vendor, enter a new goods receipt using Movement Type 122. You will note when using movement type 122, the quantity for each line item returned is marked with a "-" or minus sign signifying its return to the vendor.

LOGISTICS → RETAILING→ MERCHANDISE LOGISTICS → INVENTORY MANAGEMENT→ ARTICLE DOCUMENT→ CHANGE

Transaction code: **MB02**

Screen: Change Material Document: Initial screen

Field	Description/Usage
Material Doc	Enter the document number of the goods receipt that is to be changed.
Mat doc.year	Enter the fiscal year in which the goods receipt was posted.

Press the Enter key or click the green checkmark ✓ to continue.

Screen: Change material document XXXXXXXXXX: Overview

Field	Description/Usage
All fields	Display only

Menu Path: **Go to ➔ Additional functions ➔ Header**

Field	Description/Usage
Doc header text	The document header text contains explanations or notes that apply to the document as a whole, that is, not only for certain line items.

Menu Path: **Go to ➔ Details from item**

Field	Description/Usage
Text	The text may contain explanations or notes that apply to certain line items.

Click 💾 to save the changed Goods Receipt

The following message will appear: ***"Document 50XXXXXXXX changed"***

Display Goods Receipt

LOGISTICS ➔ RETAILING➔ MERCHANDISE LOGISTICS ➔ INVENTORY MANAGEMENT➔ ARTICLE DOCUMENT➔ DISPLAY

Transaction code: **MB03**

Press the Enter key or click the green checkmark ✓ to continue.

Screen: Display material document XXXXXXXXXX: Overview

Field	**Description/Usage**
Material Doc	Enter the document number of the goods receipt that is to be displayed.
Mat doc.year	Enter the fiscal year in which the goods receipt was posted.

Press the Enter key or click the green checkmark ✓ to continue.

Screen: Display material document XXXXXXXXXX: Overview

Field	**Detail to Input**
Item	Display only
Quantity	Display only
EUn	Display only

Menu Path: **Go to ➔ Additional functions ➔ Header**

Field	**Description/Usage**
Document Date	Display only
Posting date	Display only
Mat doc year	Display only

Click ⬅ to return to the previous screen.

Menu Path: **Go to ➔ Details from item**

Field	**Description/Usage**	**M/O/D/S**
Purchase Order	Display only	D
Movement type	Display only	D
Reference doc	Display only	D
Site	Display only	D
Vendor	Display only	D
Incoterms	Display only	D
Unit of entry	Display only	D

Acct assig cat	Display only	D
No. of GR slips	Display only	D
Company code	Display only	D
Fiscal year	Display only	D

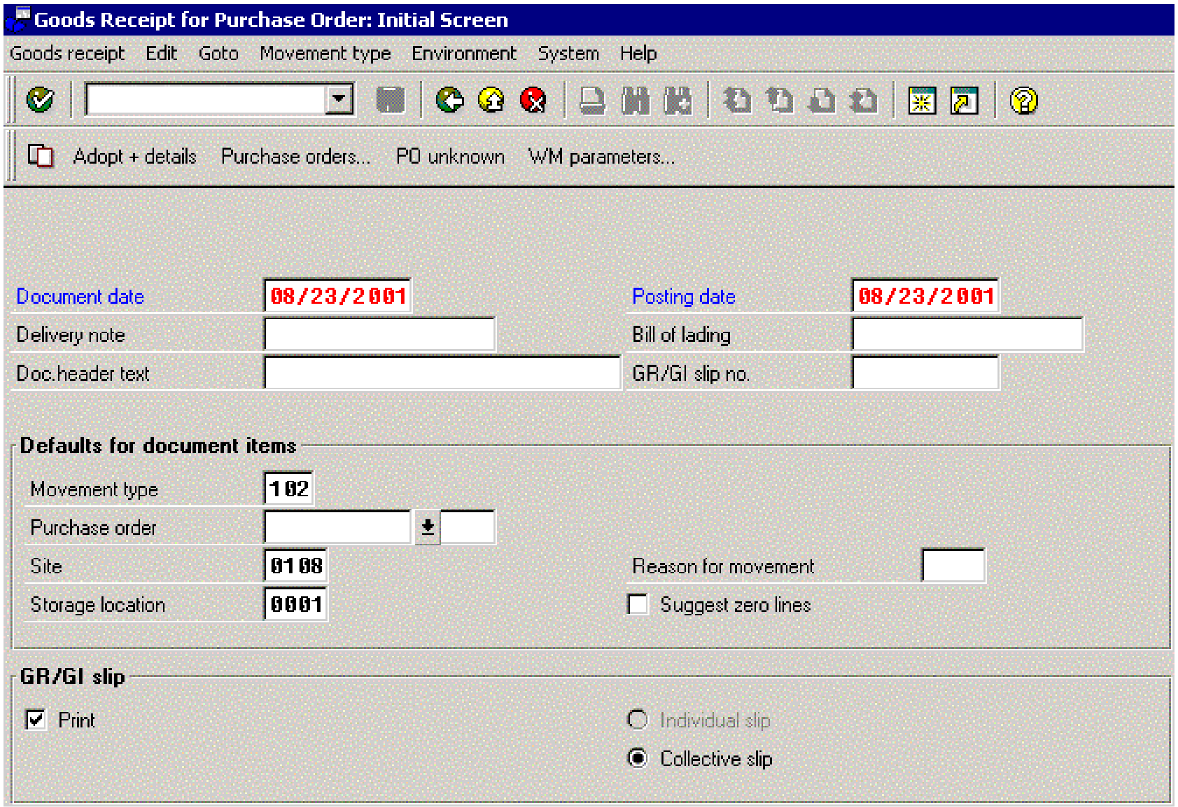
Click ← to return to the previous screen.

Reverse (Cancel) Goods Receipt/Goods Return

This transaction looks very similar to that of a Return of Merchandise, it uses the same Transaction code, – however, the movement type is different. **Be sure to use the correct movement type for the correct transaction**. This transaction should be used when it is determined that an incorrect goods receipt was entered or an error was made.

LOGISTICS ➔ RETAILING➔ PURCHASING ➔ PURCHASE ORDER ➔ FOLLOW-0N FUNCTIONS➔ GOODS RECEIPT

Transaction code: **MB01**


Goods Receipt for Purchase Order: Initial Screen
Goods receipt
Edit
Goto
Movement type
Environment
System
Help
Adopt + details
Purchase orders...
PO unknown
WM parameters...
Defaults for document items
GR/GI slip

Document date 08/23/2001
Posting date 08/23/2001
Delivery note
Bill of lading
Doc.header text
GR/GI slip no.

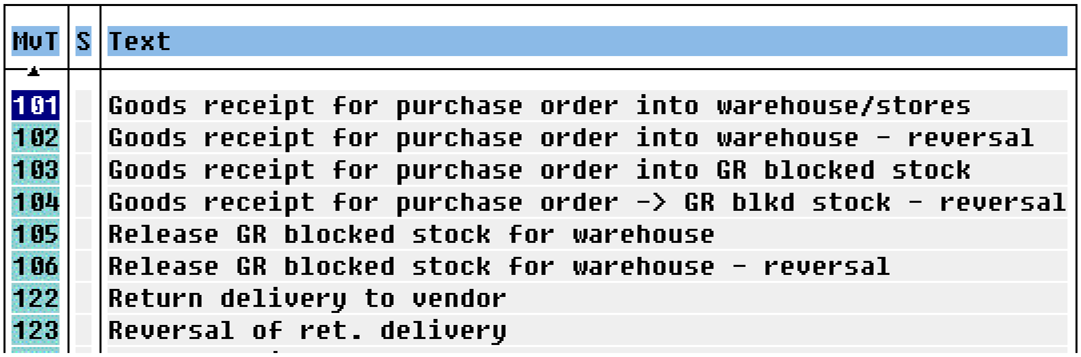
Defaults for document items

Movement type 102
Purchase order
Site 0108
Reason for movement
Storage location 0001
☐ Suggest zero lines

GR/GI slip

☑ Print
○ Individual slip
● Collective slip

Below are the available Movement Types:



MvT	S	Text
101		Goods receipt for purchase order into warehouse/stores
102		Goods receipt for purchase order into warehouse - reversal
103		Goods receipt for purchase order into GR blocked stock
104		Goods receipt for purchase order -> GR blkd stock - reversal
105		Release GR blocked stock for warehouse
106		Release GR blocked stock for warehouse - reversal
122		Return delivery to vendor
123		Reversal of ret. delivery

Click 💾 to post the Return to the Vendor.

☑ Reports (Display Purchase Orders)

You may find it necessary to run various reports to display purchase orders. Individual purchase orders can be viewed very easily using the Purchase Order > Display menu path. However, if it is necessary to examine all purchase orders for a cost center (or group of cost centers), for a assignment category (for example USA items), or for a specific purchasing group, use the following menu path:

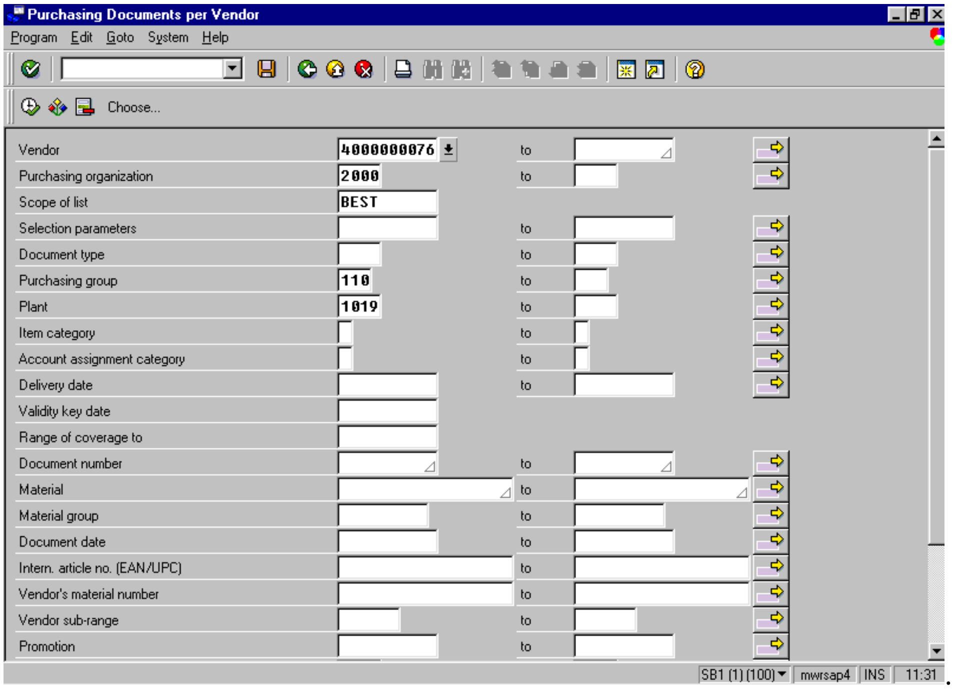
Logistics > Retailing > Purchasing > Purchase orders >Purchase order > List Displays > By Vendor

NOTE: Additional reports can be run by using the following menu paths:

Logistics > Retailing > Purchasing > Purchase order >Purchase Order > List Displays > By Merchandise category

Logistics > Retail > Purchasing > Purchase order >Purchase Order > List Displays > PO Number

Logistics > Retailing > Purchasing > Purchase order >Purchase Order > List Displays > For Account Assignment >General (Use this report to examine all purchase order for a specific cost center or group cost centers)

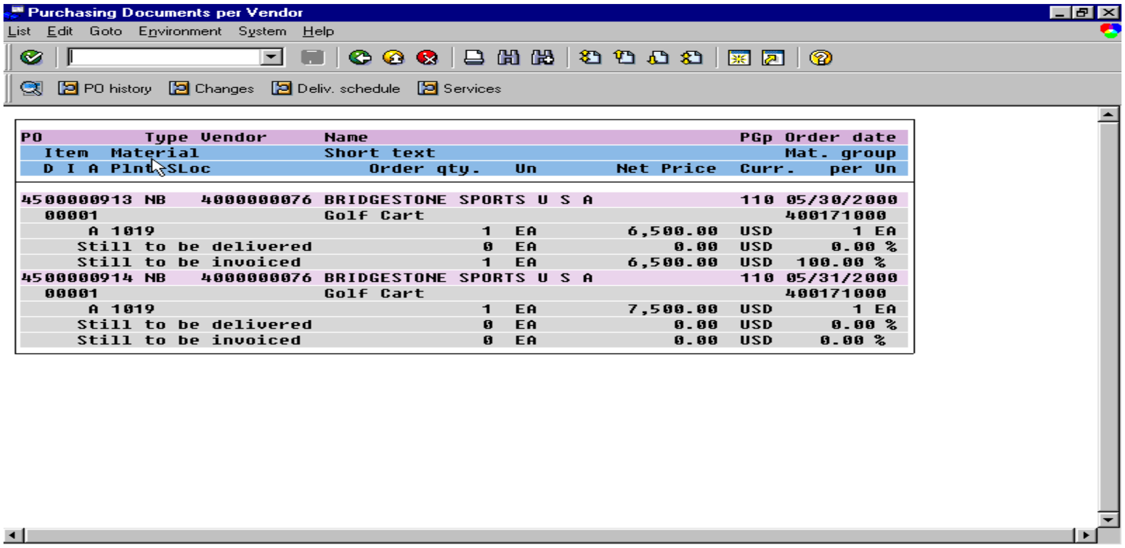

Purchasing Documents per Vendor
Program Edit Goto System Help
Choose...
SB1 (1) (100)
mwrsap4
INS
11:31

Vendor	4000000076	to	
Purchasing organization	2000	to	
Scope of list	BEST		
Selection parameters		to	
Document type		to	
Purchasing group	110	to	
Plant	1019	to	
Item category		to	
Account assignment category		to	
Delivery date		to	
Validity key date			
Range of coverage to			
Document number		to	
Material		to	
Material group		to	
Document date		to	
Intern. article no. (EAN/UPC)		to	
Vendor's material number		to	
Vendor sub-range		to	
Promotion		to	

Field	Description/Usage
Vendor	Enter vendor number or range of vendor numbers
Purchasing Organization	Will default to 2000. Do not change
Scope of List	Will default to BEST. Do not change.
Purchasing Group	Enter purchasing group if you wish to create a report for only a specific purchasing group. Leave blank for all purchasing groups.
Site	Enter Site number
Document Date	Enter document date if you wish to create a report of all purchase order on a specific date or range of dates. Leave blank for all dates.
Merchandise category	Enter Merchandise category if you wish to create a report that includes a specific merchandise category. Leave blank for all merchandise categorys.

Any of the selection criteria can be identified in order to create a report for a specific set of data. Choose any/all selection criteria to obtain the desired report.

Press the Execute icon

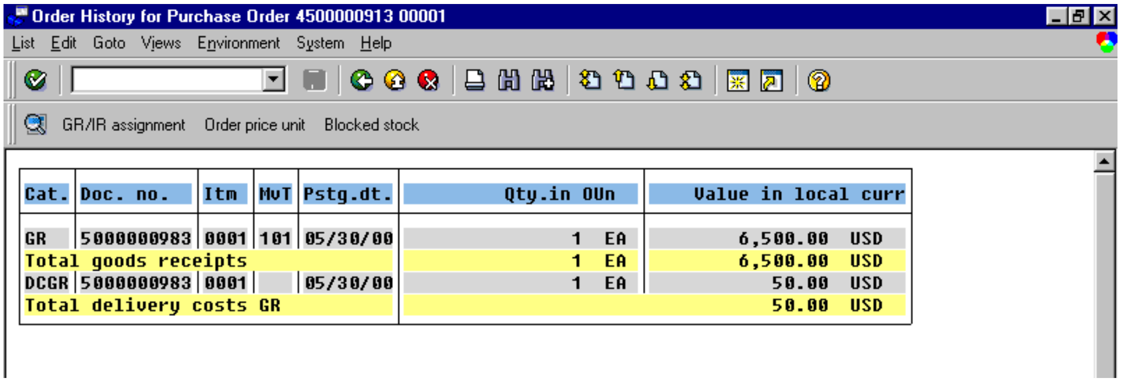


```
PO         Type Vendor     Name                                     PGp Order date
  Item  Material           Short text                                   Mat. group
  D I A Plnt SLoc               Order qty.   Un       Net Price  Curr.    per Un

4500000913 NB   4000000076 BRIDGESTONE SPORTS U S A             110 05/30/2000
  00001                    Golf Cart                                400171000
      A 1019                             1  EA        6,500.00  USD       1 EA
     Still to be delivered               0  EA            0.00  USD     0.00 %
     Still to be invoiced                1  EA        6,500.00  USD  100.00 %
4500000914 NB   4000000076 BRIDGESTONE SPORTS U S A             110 05/31/2000
  00001                    Golf Cart                                400171000
      A 1019                             1  EA        7,500.00  USD       1 EA
     Still to be delivered               0  EA            0.00  USD     0.00 %
     Still to be invoiced                0  EA            0.00  USD    0.00 %
```

The resulting list will include all purchase orders with the criteria selected from the selection screen. The purchase order can be examined by "double-clicking" on the actual purchase order number. The Display Purchase Order: Item Overview screen will appear.

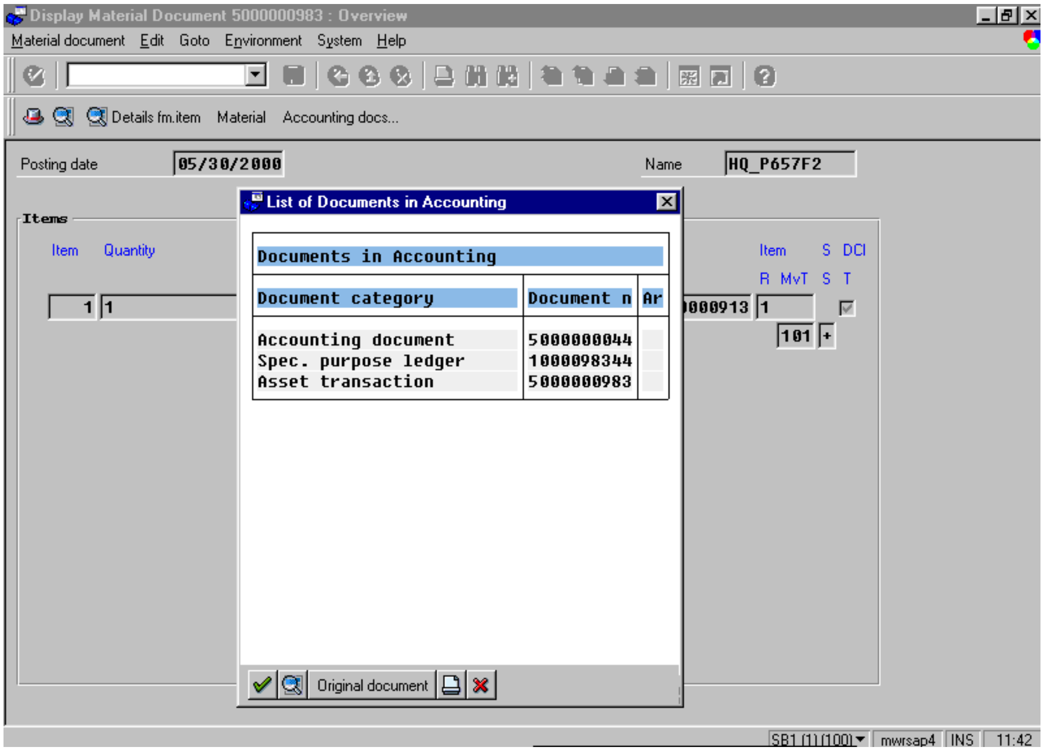
You will be able to identify the status of the purchase order based on the quantities received (still to be delivered) and quantity invoiced (still to be invoiced).

If you wish to view individual GR/IR documents, simply click on one of the line items. Then select the PO HISTORY icon PO history


Order History for Purchase Order 4500000913 00001
List Edit Goto Views Environment System Help
GR/IR assignment
Order price unit
Blocked stock

Cat.	Doc. no.	Itm	MvT	Pstg.dt.	Qty.in OUn		Value in local curr	
GR	5000000983	0001	101	05/30/00	1	EA	6,500.00	USD
Total goods receipts					1	EA	6,500.00	USD
DCGR	5000000983	0001		05/30/00	1	EA	50.00	USD
Total delivery costs GR							50.00	USD

If you wish to review the actual general ledger entry associated with the GR document, "double-click' on the line item, then select the ACCOUNTING DOCS… push button Accounting docs...

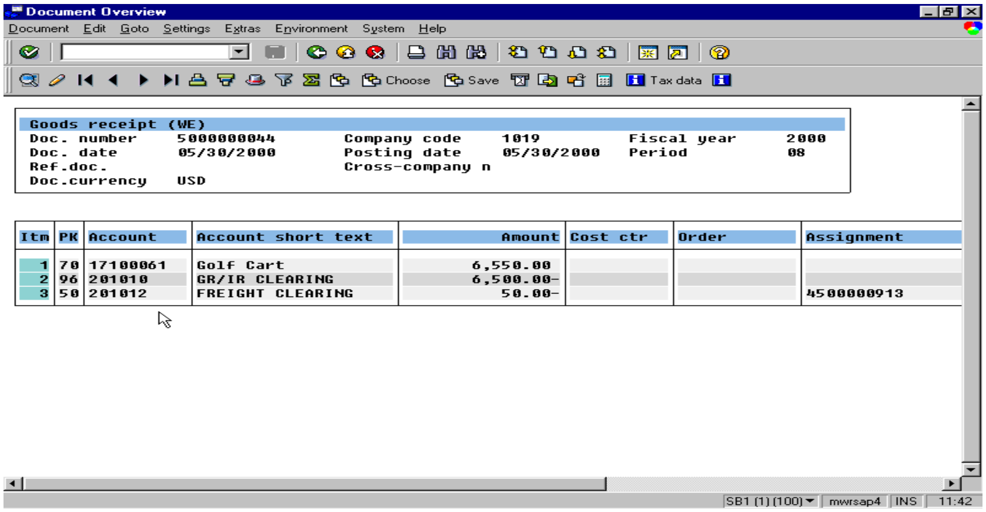

Display Material Document 5000000983 : Overview
Material document Edit Goto Environment System Help
Details fm.item
Material
Accounting docs...
Items
Item
Quantity
Item
S
DCI
R
MvT
S
T
List of Documents in Accounting
Original document
SB1 (1) (100)
mwrsap4
INS
11:42

Posting date 05/30/2000

Name HQ_P657F2

Documents in Accounting		
Document category	**Document n**	**Ar**
Accounting document	5000000044	
Spec. purpose ledger	1000098344	
Asset transaction	5000000983	

If you wish to review the actual general ledger entry associated with the IR document, "double-click' on the line item.


Document Overview
Document Edit Goto Settings Extras Environment System Help
Choose
Save
Tax data
SB1 (1) (100)
mwrsap4
INS
11:42

Goods receipt (WE)

Doc. number 5000000044
Company code 1019
Fiscal year 2000
Doc. date 05/30/2000
Posting date 05/30/2000
Period 08
Ref.doc.
Cross-company n
Doc.currency USD

Itm	PK	Account	Account short text	Amount	Cost ctr	Order	Assignment
1	70	17100061	Golf Cart	6,550.00			
2	96	201010	GR/IR CLEARING	6,500.00-			
3	50	201012	FREIGHT CLEARING	50.00-			4500000913

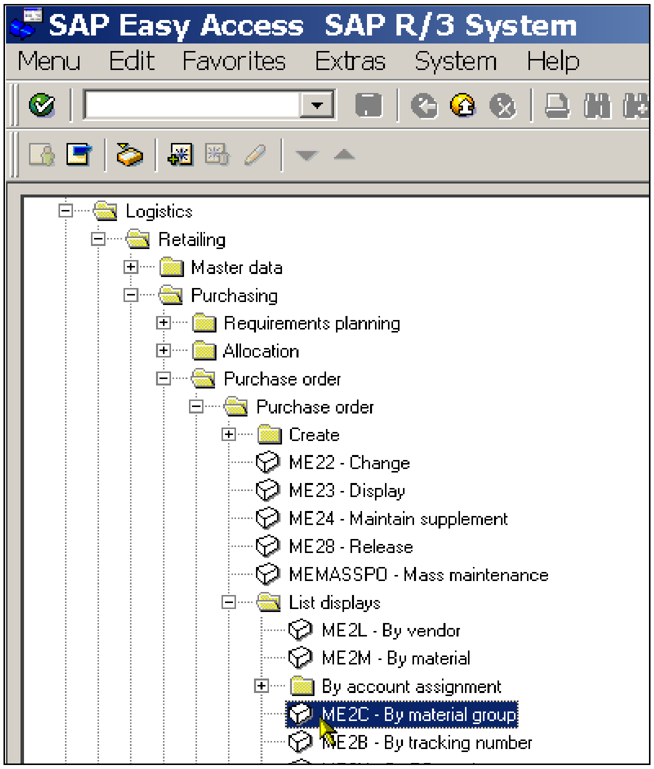
Display Purchase Orders by Merchandise Category

Background Information

A Purchase order listing by merchandise category enables the purchasing organization and others to view all purchase orders for articles within one merchandise category for an individual site or range of sites.

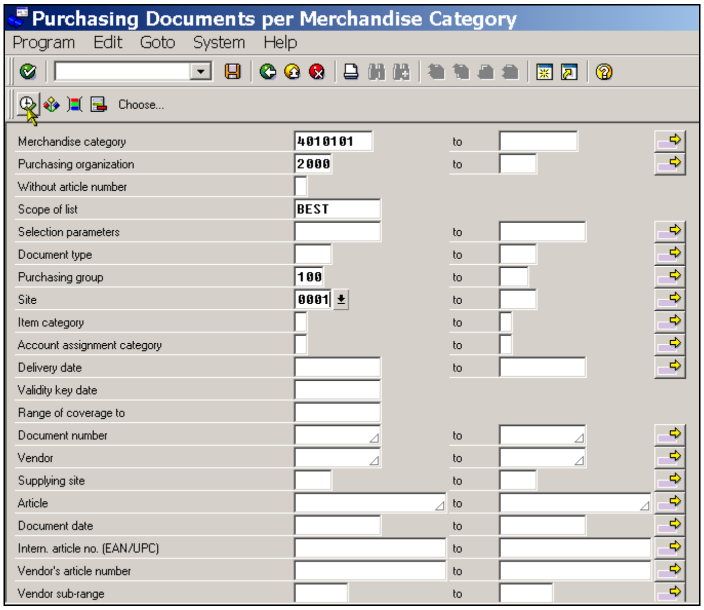
LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER > PURCHASE ORDER > LIST DISPLAY > BY MATERIAL GROUP

Transaction Code: **ME2C**


SAP Easy Access SAP R/3 System
Menu Edit Favorites Extras System Help
Logistics
Retailing
Master data
Purchasing
Requirements planning
Allocation
Purchase order
Purchase order
Create
ME22 - Change
ME23 - Display
ME24 - Maintain supplement
ME28 - Release
MEMASSPO - Mass maintenance
List displays
ME2L - By vendor
ME2M - By material
By account assignment
ME2C - By material group
ME2B - By tracking number

If using the menu path, double click "**ME2C – By material group**" to go to the next screen.

Purchasing Documents per Merchandise Category


Purchasing Documents per Merchandise Category
Program Edit Goto System Help
Choose...
Without article number
Selection parameters
Document type
Item category
Account assignment category
Delivery date
Validity key date
Range of coverage to
Document number
Vendor
Supplying site
Article
Document date
Intern. article no. (EAN/UPC)
Vendor's article number
Vendor sub-range
to

Merchandise category 4010101

Purchasing organization 2000

Scope of list BEST

Purchasing group 100

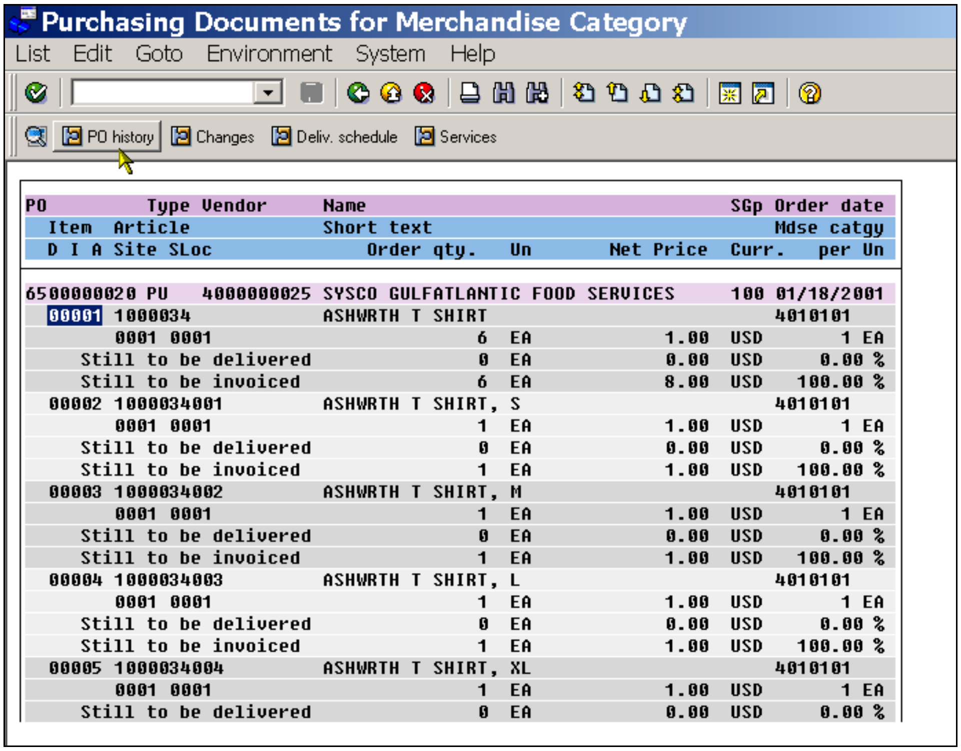
Site 0001

Enter information in the fields as specified in the table below. **Note:** In column "**R/O/C,**" **R** = Required, **O** = Optional, **C** = Conditional.

Field Name	Description	R/O/C	User Action and Values
Material Group	Material group code	O	Select from drop down menu
Purchasing Organization	Purchasing Organization number	O	Choose relevant purchasing organization
Without material number		R	This field should be left blank.
Scope of List	Determines format of search report	R	BEST is the default.
Selection parameters	Categories that may be chosen to limit the search	O	Select from drop down menu
Document Type	Type of purchasing document	O	PO, PU, BP, CO or RP documents are valid
Purchasing Group	Purchasing group code	O	Enter Purchasing Group
Site	Site to which delivery is to be made	O	Enter Site or leave blank for all
Item category	Type of purchase order	O	Select from drop down menu to view purchase orders with specific types of purchases on them (text article, articles, etc.)
Acct. assignment category	Account where costs are allocated	O	Select from drop down menu to view only specific Purchase Orders.

Delivery Date	Date that the items are scheduled to be delivered	O	Select from drop down menu
Validity key date	Only items that are relevant for this date are shown	O	
Range of coverage to	Date that the outline agreement will be fulfilled	O	
Document number	Alphanumeric key that uniquely identifies a purchasing document	O	Enter the Document number, if known, or use drop down arrow.
Vendor	Alphanumeric key that uniquely identifies a vendor	O	Enter the Vendor number, if known, or use drop down arrow
Supplying Site	Site supplying materials for stock transport orders	O	Leave Blank
Material	Material master number	O	Select from drop down menu
Document Date	Date that the document was originally created	O	Select from drop down menu
Internet. article number (UPC)	If material number is not known, but EAC or UPC is known	O	Enter number if known
Vendor's material number	Material number for the vendor	O	Enter number if known
Vendor sub-range	Subdivision of a vendor's total product range according to various criteria.	O	Select from drop down menu
Promotion	Number identifying a promotion for which procurement is to take place.	O	Leave Blank
Season	Key that identifies season type	O	Leave Blank
Season Year	Indicates the first season year when the material will be sold	O	Leave Blank
Short Text	Short description of the material	O	Enter short description for the material
Vendor name	Name of vendor	O	Enter vendor name

Select the Execute button.


Purchasing Documents for Merchandise Category
List Edit Goto Environment System Help
PO history
Changes
Deliv. schedule
Services

```
PO         Type Vendor     Name                                 SGp Order date
  Item  Article            Short text                               Mdse catgy
  D I A Site SLoc              Order qty.   Un        Net Price Curr.   per Un

6500000020 PU    4000000025 SYSCO GULFATLANTIC FOOD SERVICES     100 01/18/2001
  00001 1000034            ASHWRTH T SHIRT                          4010101
        0001 0001                        6  EA            1.00  USD       1 EA
     Still to be delivered               0  EA            0.00  USD     0.00 %
     Still to be invoiced                6  EA            8.00  USD   100.00 %
  00002 1000034001         ASHWRTH T SHIRT, S                       4010101
        0001 0001                        1  EA            1.00  USD       1 EA
     Still to be delivered               0  EA            0.00  USD     0.00 %
     Still to be invoiced                1  EA            1.00  USD   100.00 %
  00003 1000034002         ASHWRTH T SHIRT, M                       4010101
        0001 0001                        1  EA            1.00  USD       1 EA
     Still to be delivered               0  EA            0.00  USD     0.00 %
     Still to be invoiced                1  EA            1.00  USD   100.00 %
  00004 1000034003         ASHWRTH T SHIRT, L                       4010101
        0001 0001                        1  EA            1.00  USD       1 EA
     Still to be delivered               0  EA            0.00  USD     0.00 %
     Still to be invoiced                1  EA            1.00  USD   100.00 %
  00005 1000034004         ASHWRTH T SHIRT, XL                      4010101
        0001 0001                        1  EA            1.00  USD       1 EA
     Still to be delivered               0  EA            0.00  USD     0.00 %
```

In the screen as shown above, the following user actions can be performed to display further details. Place the cursor on a line item (such as line item number) and use the following radio buttons in the menu to display further details of the line item of the purchase order.

Radio button	Description	R/O/C	User Action and Values
🔍	Display document	O	Displays details of the purchase order
PO history	History of the Purchase order	O	Displays history of the purchase order such as goods receipts documents and invoice documents.
Changes	Changes to the document header	O	Displays any changes to the header of the PO
Deliv. schedule	Delivery schedule	O	Displays the delivery date, time, scheduled qty, qty delivered, and the creation indicator
Services	Service Item	O	Not used by MWR/VQ

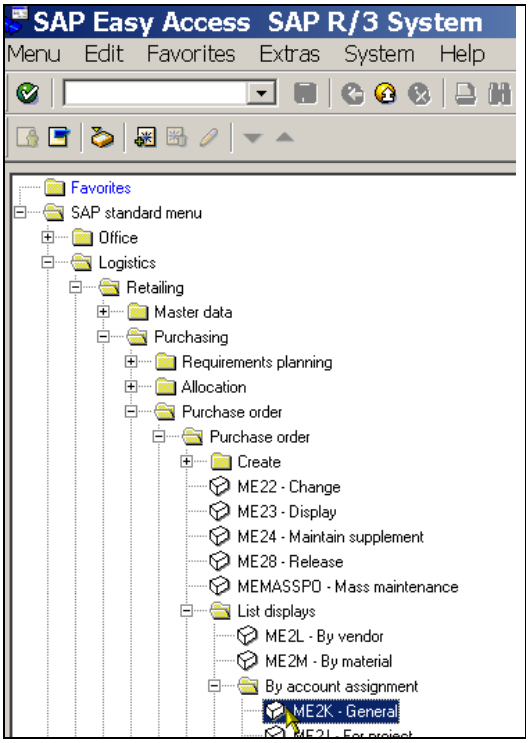
Display Purchase Orders by Account Assignment

Background Information

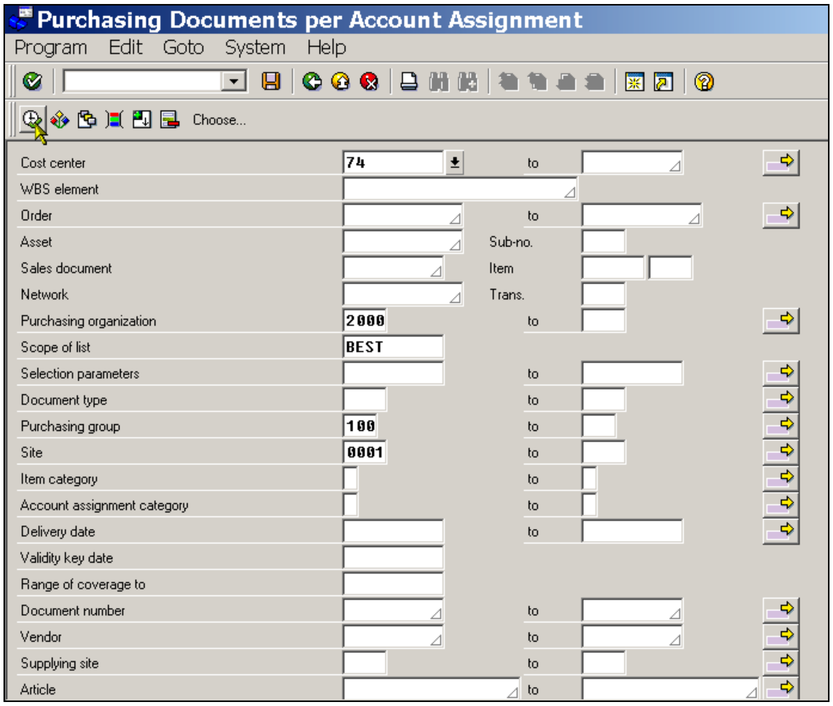
Purchase order listings, by merchandise category, enables the purchasing organization and others to view all purchase orders that have been created for an account assignment for an individual site or range of sites. Account assignment objects include cost center, WBS element, order, or asset.

LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER > PURCHASE ORDER > LIST DISPLAY > BY ACCOUNT ASSIGNMENT > GENERAL

Transaction Code: **ME2K**


SAP Easy Access SAP R/3 System
Menu
Edit
Favorites
Extras
System
Help
Favorites
SAP standard menu
Office
Logistics
Retailing
Master data
Purchasing
Requirements planning
Allocation
Purchase order
Purchase order
Create
ME22 - Change
ME23 - Display
ME24 - Maintain supplement
ME28 - Release
MEMASSPO - Mass maintenance
List displays
ME2L - By vendor
ME2M - By material
By account assignment
ME2K - General

If using the menu path, double click “**ME2K – General**” to go to the next screen.



Cost center	74	to		
WBS element				
Order		to		
Asset		Sub-no.		
Sales document		Item		
Network		Trans.		
Purchasing organization	2000	to		
Scope of list	BEST			
Selection parameters		to		
Document type		to		
Purchasing group	100	to		
Site	0001	to		
Item category		to		
Account assignment category		to		
Delivery date		to		
Validity key date				
Range of coverage to				
Document number		to		
Vendor		to		
Supplying site		to		
Article		to		

Enter information in the fields as specified in the table below. **Note:** In column "**R/O/C,**" **R** = Required, **O** = Optional, **C** = Conditional.

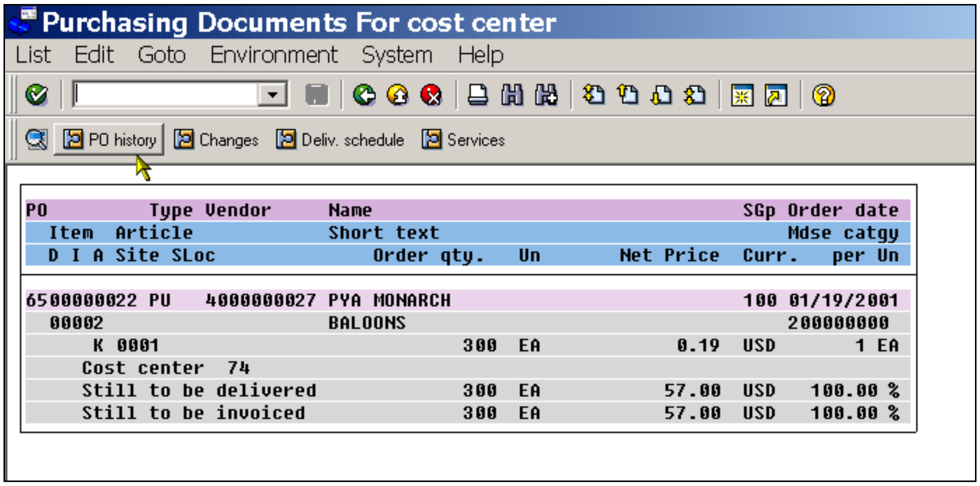
Field Name	Description	R/O/C	User Action and Values
Cost Center	Cost center number used on PO	C	Cost center number known or via pull down menu. At least one account assignment object must be specified
WBS Element	Key identifying a WBS element	C	Leave Blank Not used
Order	Order number	O	Internal Order Number or via pull down menu. At least one account assignment object must be specified
Asset	Asset number	C	Enter Asset number or select from pull down menu. At least one account assignment object must be specified
Sales Document	Number of sales document	O	Not used. Leave Blank
Network		O	Not used. Leave Blank
Purchasing Organization	Purchasing Organization number	O	Enter 2000
Scope of List	Determines format of search report	R	"BEST" will default.

Selection parameters	Categories that may be chosen to limit the search	O	Select from pull-down menu
Document Type	Type of purchasing document	O	Document types PO and PU are valid document types for this search.
Purchasing Group	Purchasing group code	O	Enter Purchasing Group
Site	Site to which delivery is to be made	O	Select from pull-down menu
Item category	Type of purchase order	O	Leave Blank
Acct. assignment category	Account where costs are allocated	C	At least one account assignment object must be specified
Delivery Date	Date that the items are scheduled to be delivered	O	Select from pull-down menu
Validity key date	Only items that are relevant for this date are shown	O	
Range of coverage to	Date that the outline agreement will be fulfilled	O	
Vendor	Vendor number	O	Vendor known or use the drop down arrow to aid in the search
Supplying Site	Site supplying materials for stock transport orders	O	Only use for stock transport orders
Article	Material master number	O	Article number or use the drop down arrow to aid in the search
Merchandise Category	Merchandise Category	O	Select from drop-down arrow
Document Date	Date that the document was originally created	O	Select from drop-down arrow
Internet. article number (UPC)	If material number is not known, but EAC or UPC is known	O	Enter number if known
Vendor's material number	Material number for the vendor	O	Enter number if known
Vendor sub-range	Subdivision of a vendor's total product range according to various criteria.	O	Select using the drop-down arrow

Promotion	Number identifying a promotion for which procurement is to take place.	O	Select using the drop-down arrow
Season	Key that identifies season type	O	Select using the drop-down arrow
Season Year	Indicates the first season year when the material will be sold	O	Select using the drop-down arrow
Short Text	Short description of the material	O	Enter short description for the material
Vendor name	Name of vendor	O	Enter vendor name

Select the Execute icon.

Purchasing Documents For cost center



```
PO         Type Vendor     Name                                  SGp Order date
  Item  Article            Short text                                Mdse catgy
  D I A Site SLoc               Order qty.   Un       Net Price  Curr.   per Un

6500000022 PU   4000000027 PYA MONARCH                           100 01/19/2001
  00002                    BALOONS                                   200000000
      K 0001                            300  EA            0.19  USD       1 EA
     Cost center   74
     Still to be delivered              300  EA           57.00  USD   100.00 %
     Still to be invoiced               300  EA           57.00  USD   100.00 %
```

In the screen as shown above, the following user actions can be performed to display further details. Place the cursor on a line item (such as line item number) and use the following radio buttons in the menu to display further details of the line item of the purchase order.

Radio button	Description	R/O/C	User Action and Values
🔍	Display document	O	Displays details of the purchase order
PO history	History of the Purchase order	O	Displays history of the purchase order such as goods receipts documents and invoice documents.
Changes	Changes to the document header	O	Displays any changes to the header of the PO

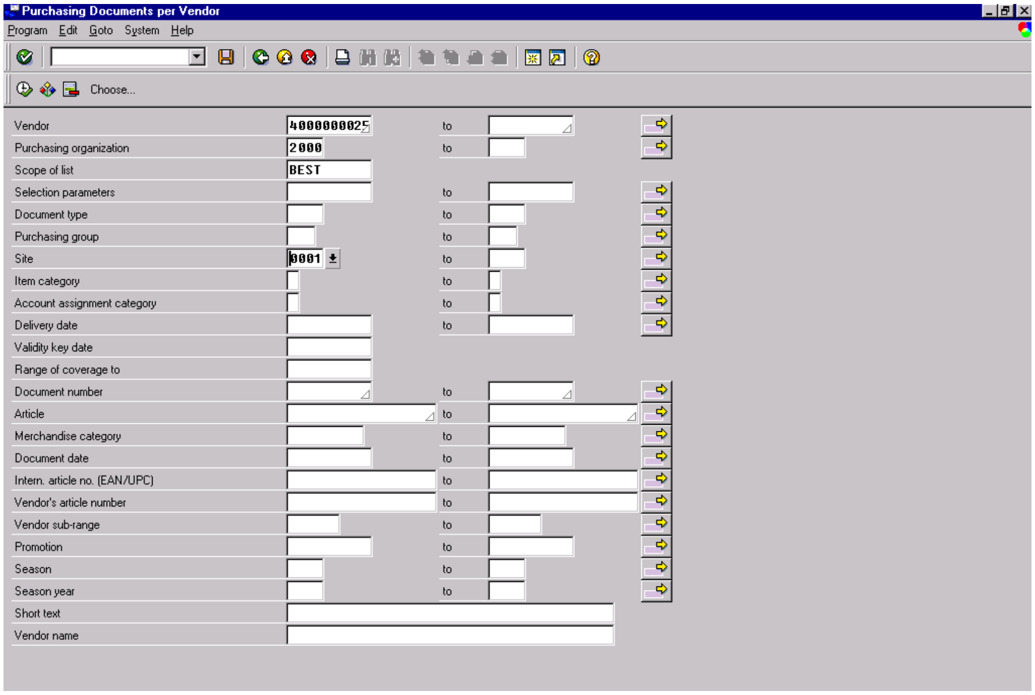
Deliv. schedule	Delivery schedule	O	Displays the delivery date, time, scheduled qty, qty delivered, and the creation indicator
Services	Service Item	O	Not used by MWR/VQ

☑ Display Purchase Orders by Vendor

LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER > PURCHASE ORDER>LIST DISPLAYS > BY VENDOR

Transaction code: **ME2L**

The initial screen "Purchasing documents per Vendor" is shown below.


Purchasing Documents per Vendor
Program Edit Goto System Help
Choose...
Selection parameters
Document type
Purchasing group
Item category
Account assignment category
Delivery date
Validity key date
Range of coverage to
Document number
Article
Merchandise category
Document date
Intern. article no. (EAN/UPC)
Vendor's article number
Vendor sub-range
Promotion
Season
Season year
Short text
Vendor name
to

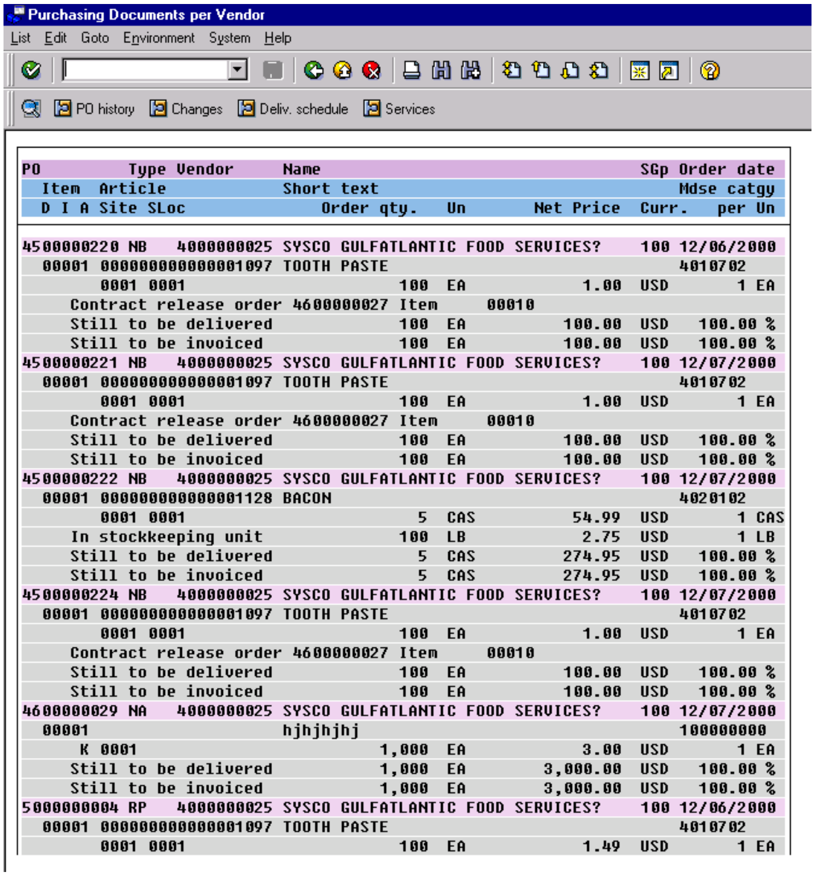
Vendor: 4000000025
Purchasing organization: 2000
Scope of list: BEST
Site: 0001

Note: In the screen above, the user may restrict the output by including more criteria.

In our example above, we have restricted the input criteria to a particular vendor, a particular purchasing organization, and a particular site. The system will then display all the purchasing documents that exist ONLY for that vendor and ONLY for that site rather than all the sites.

Press the Execute button.

The following screen, "Purchasing Documents per Vendor" is the result of this execution.


Purchasing Documents per Vendor
List Edit Goto Environment System Help
PO history
Changes
Deliv. schedule
Services

```
PO         Type Vendor     Name                                 SGp Order date
  Item  Article            Short text                               Mdse catgy
  D I A Site SLoc              Order qty.   Un       Net Price  Curr.   per Un

4500000220 NB   4000000025 SYSCO GULFATLANTIC FOOD SERVICES?    100 12/06/2000
  00001 000000000000001097 TOOTH PASTE                              4010702
        0001 0001                      100  EA            1.00  USD       1 EA
     Contract release order 4600000027 Item     00010
     Still to be delivered             100  EA          100.00  USD   100.00 %
     Still to be invoiced              100  EA          100.00  USD   100.00 %
4500000221 NB   4000000025 SYSCO GULFATLANTIC FOOD SERVICES?    100 12/07/2000
  00001 000000000000001097 TOOTH PASTE                              4010702
        0001 0001                      100  EA            1.00  USD       1 EA
     Contract release order 4600000027 Item     00010
     Still to be delivered             100  EA          100.00  USD   100.00 %
     Still to be invoiced              100  EA          100.00  USD   100.00 %
4500000222 NB   4000000025 SYSCO GULFATLANTIC FOOD SERVICES?    100 12/07/2000
  00001 000000000000001128 BACON                                    4020102
        0001 0001                        5  CAS          54.99  USD       1 CAS
     In stockkeeping unit              100  LB            2.75  USD       1 LB
     Still to be delivered               5  CAS         274.95  USD   100.00 %
     Still to be invoiced                5  CAS         274.95  USD   100.00 %
4500000224 NB   4000000025 SYSCO GULFATLANTIC FOOD SERVICES?    100 12/07/2000
  00001 000000000000001097 TOOTH PASTE                              4010702
        0001 0001                      100  EA            1.00  USD       1 EA
     Contract release order 4600000027 Item     00010
     Still to be delivered             100  EA          100.00  USD   100.00 %
     Still to be invoiced              100  EA          100.00  USD   100.00 %
4600000029 NA   4000000025 SYSCO GULFATLANTIC FOOD SERVICES?    100 12/07/2000
  00001                    hjhjhjhj                                 100000000
      K 0001                         1,000  EA            3.00  USD       1 EA
     Still to be delivered           1,000  EA        3,000.00  USD   100.00 %
     Still to be invoiced            1,000  EA        3,000.00  USD   100.00 %
5000000004 RP   4000000025 SYSCO GULFATLANTIC FOOD SERVICES?    100 12/06/2000
  00001 000000000000001097 TOOTH PASTE                              4010702
        0001 0001                      100  EA            1.49  USD       1 EA
```

As you can see from the table below, there are some additional options and views that can be accessed through this screen.

IF THIS BUTTON CLICKED IS:	THE RESULTS ARE:
The Display Icon	Details of the Purchase Order will be displayed.
P.O. History	Displays the history of the Purchase Order.
Changes	Displays any changes to the header of the P.O.
Delivery Schedule	Displays the delivery date, time, scheduled qty, and qty delivered.

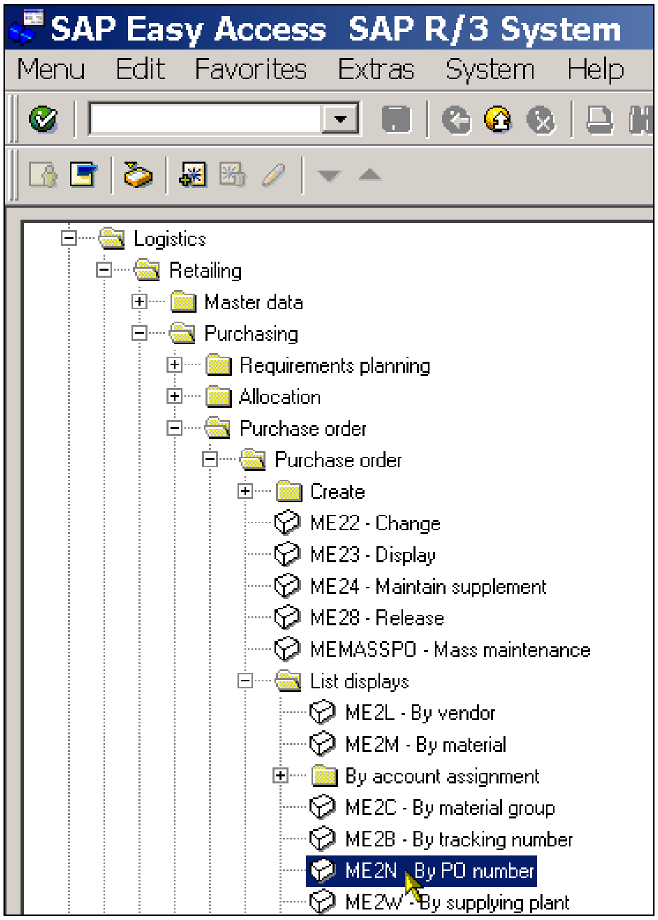
Press the green arrow button or the exit button to leave this screen.

☑ Display Purchase Order by PO Number

Use this process when a list of purchase orders is needed.

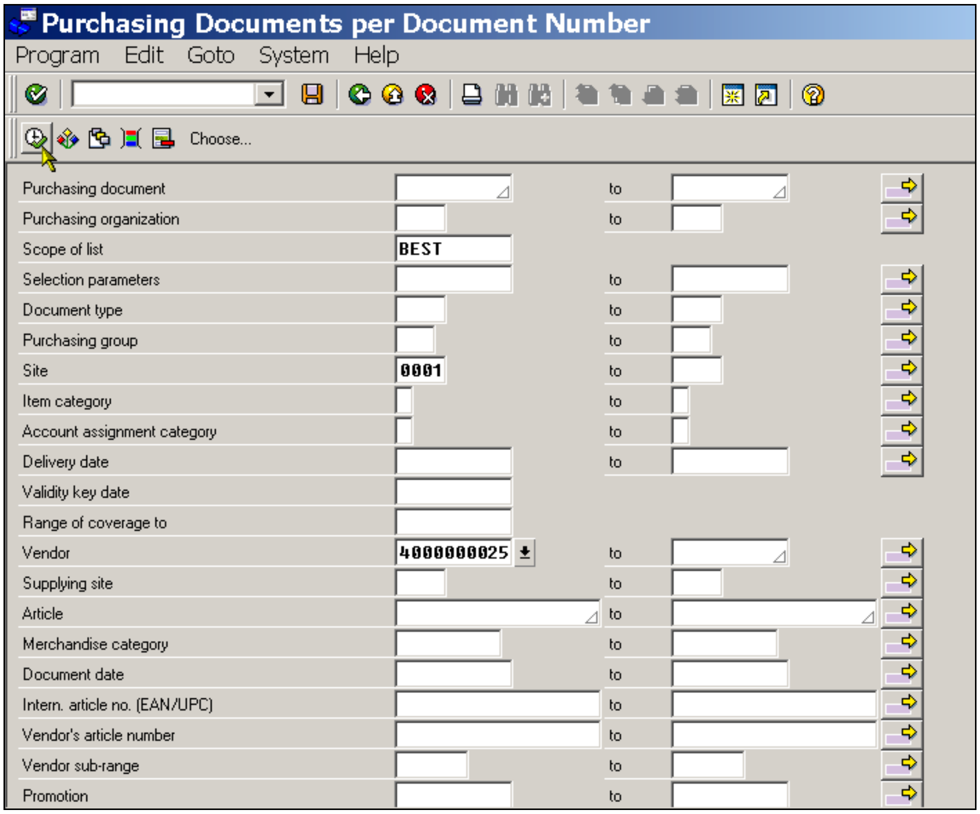
LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER > PURCHASE ORDER > LIST DISPLAY > BY PO NUMBER

Transaction code: **ME2N**


SAP Easy Access SAP R/3 System
Menu
Edit
Favorites
Extras
System
Help
Logistics
Retailing
Master data
Purchasing
Requirements planning
Allocation
Purchase order
Purchase order
Create
ME22 - Change
ME23 - Display
ME24 - Maintain supplement
ME28 - Release
MEMASSPO - Mass maintenance
List displays
ME2L - By vendor
ME2M - By material
By account assignment
ME2C - By material group
ME2B - By tracking number
ME2N - By PO number
ME2W - By supplying plant

If using the menu path, double click "**ME2N – By PO number**" to go to the next screen.

Purchasing Documents per Document Number


Purchasing Documents per Document Number
Program Edit Goto System Help
Choose...

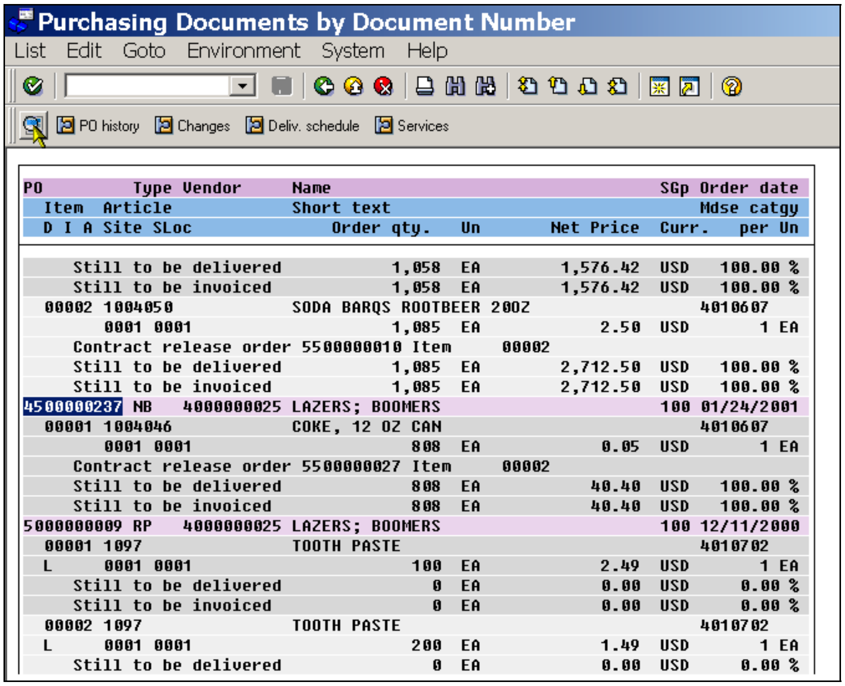
Purchasing document		to	
Purchasing organization		to	
Scope of list	BEST		
Selection parameters		to	
Document type		to	
Purchasing group		to	
Site	0001	to	
Item category		to	
Account assignment category		to	
Delivery date		to	
Validity key date			
Range of coverage to			
Vendor	4000000025	to	
Supplying site		to	
Article		to	
Merchandise category		to	
Document date		to	
Intern. article no. (EAN/UPC)		to	
Vendor's article number		to	
Vendor sub-range		to	
Promotion		to	

Enter information in the following fields as specified in the table below. **Note:** In column "**R/O/C:**" **R** = **R**equired, **O** = **O**ptional, and **C** = **C**onditional.

Field Name	Description	R/O/C	User Action and Values
Purchasing Document	Alphanumeric key that uniquely identifies a document	O	Document number or numbers
Purchasing Organization	Purchasing Organization number	O	Enter 2000.
Scope of List	Determines format of search report	R	BEST is default.
Selection parameters	Categories that may be chosen to limit the search	O	Select using the drop down menu
Document Type	Type of purchasing document	O	Document types PO, PU, CO, BP, RP are valid.
Purchasing Group	Purchasing group code	O	Enter Purchasing Group
Site	Site to which delivery is to be made	O	Enter site number or leave blank for all.
Item category	Type of purchase order	O	Leave blank

Acct. assignment category	Account where costs are allocated	O	Select using the drop down menu
Delivery Date	Date that the items are scheduled to be delivered	O	Select using the drop down menu
Validity key date	Only items that are relevant for this date are shown	O	Select using the drop down menu
Range of coverage to	Date that the outline agreement will be fulfilled	O	Select using the drop down menu
Vendor	Vendor name	O	Vendor known or via drop down menu
Supplying Site	Describes site from which material is supplied.	O	Not used by MWR.
Article	Article Number	O	Article number or search via drop down menu
Merchandise Category	Merchandise Category	O	Select using the drop down menu
Document Date	Date that the document was originally created	O	Select using the drop down menu
Intern. article number (EAN/UPC)	If material number is not known, but EAC or UPC is known	O	Enter if known
Vendor’s material number	Material number for the vendor	O	Enter if known
Vendor sub-range	Subdivision of a vendor's total product range according to various criteria.	O	Select using the drop down menu
Promotion	Number identifying a promotion for which procurement is to take place.	O	Not used
Season	Key that identifies season type	O	Not used
Season Year	Indicates the first season year when the material will be sold	O	Not used
Short text	Short description of the material	O	Enter a description
Vendor Name	Name of the vendor	O	Enter if known

Select the execute button to generate the list.


Purchasing Documents by Document Number
List Edit Goto Environment System Help
PO history
Changes
Deliv. schedule
Services

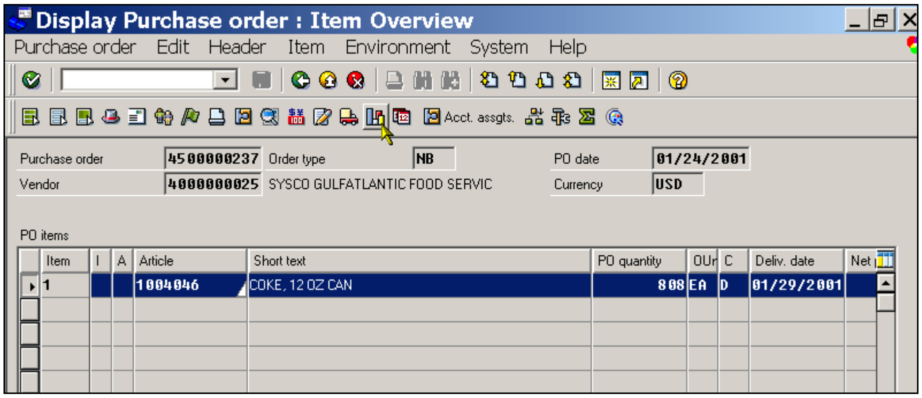
```
PO         Type Vendor     Name                                 SGp Order date
  Item  Article            Short text                               Mdse catgy
  D I A Site SLoc              Order qty.   Un       Net Price  Curr.   per Un

     Still to be delivered           1,058  EA        1,576.42  USD   100.00 %
     Still to be invoiced            1,058  EA        1,576.42  USD   100.00 %
  00002 1004050            SODA BARQS ROOTBEER 20OZ                 4010607
        0001 0001                    1,085  EA            2.50  USD       1 EA
     Contract release order 5500000010 Item     00002
     Still to be delivered           1,085  EA        2,712.50  USD   100.00 %
     Still to be invoiced            1,085  EA        2,712.50  USD   100.00 %
4500000237 NB   4000000025 LAZERS; BOOMERS                      100 01/24/2001
  00001 1004046            COKE, 12 OZ CAN                          4010607
        0001 0001                      808  EA            0.05  USD       1 EA
     Contract release order 5500000027 Item     00002
     Still to be delivered             808  EA           40.40  USD   100.00 %
     Still to be invoiced              808  EA           40.40  USD   100.00 %
5000000009 RP   4000000025 LAZERS; BOOMERS                      100 12/11/2000
  00001 1097               TOOTH PASTE                              4010702
  L     0001 0001                      100  EA            2.49  USD       1 EA
     Still to be delivered               0  EA            0.00  USD     0.00 %
     Still to be invoiced                0  EA            0.00  USD     0.00 %
  00002 1097               TOOTH PASTE                              4010702
  L     0001 0001                      200  EA            1.49  USD       1 EA
     Still to be delivered               0  EA            0.00  USD     0.00 %
```

In the output screen as shown above, the following user actions can be performed to display further details. Place the cursor on a line item and select an icon to "drill down" into the report.

Icon Button	Description	R/O/C	User Action and Values	Comments
Display Icon	Display the PO	O	Display details of the purchase order	Highlight purchase order number first
PO History	History of the Purchase order	O	Displays history of the purchase order including goods receipts and invoice documents.	If more than one line item is listed for a purchase order, one line item must be highlighted
Changes	Changes to the document header	O	Displays any changes to the header of the PO	
Deliv. Schedule	Delivery schedule	O	Displays the delivery date, time, scheduled qty, qty delivered, and the creation indicator	If more than one line item is listed for a purchase order, one line item must be highlighted
Services	Service Item	O	Not used by MWR	

For example, place the cursor on the purchase order number, highlight it by clicking once, then select 🔍. The purchase order document overview screen appears. Select a line item to view more detail about that item. Click the ⬅ to return to the purchase order list.

Display Purchase order: Item Overview



Purchase order 4500000237 Order type NB PO date 01/24/2001
Vendor 4000000025 SYSCO GULFATLANTIC FOOD SERVIC Currency USD

PO items

Item	I	A	Article	Short text	PO quantity	OUn	C	Deliv. date	Net
1			1004046	COKE, 12 OZ CAN	800	EA	D	01/29/2001	

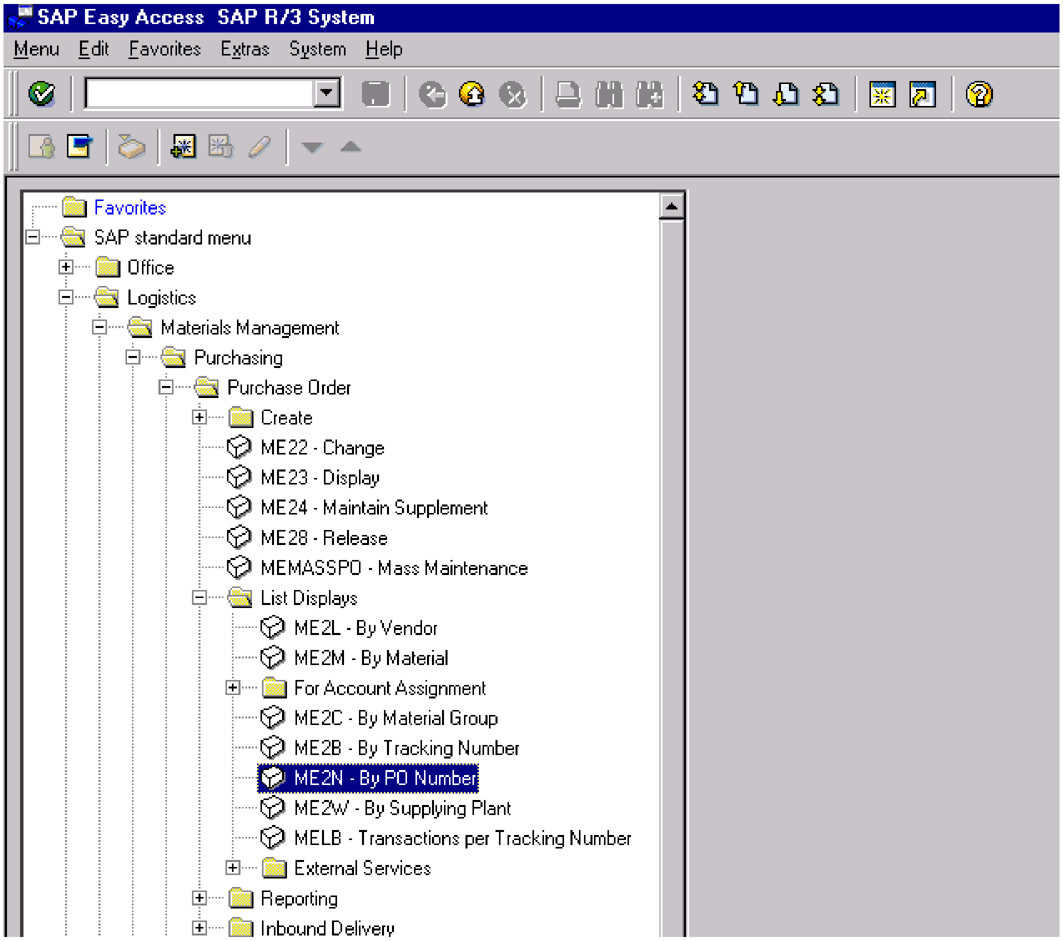
☑ Purchase Orders with Open Items:

You may find it necessary throughout the fiscal year and especially at the end of the year, to check the status of all your purchase orders. For example, you may wish to identify all those purchase orders where the promised delivery date has passed and the ordered goods have **NOT** been received. In this case, you may need to re-negotiate the delivery date, cancel the order with the permission of the requesting official, or void the purchase order due to an error in processing. For example, the goods receipt/invoice was incorrectly entered into the system through the "direct invoice" method.

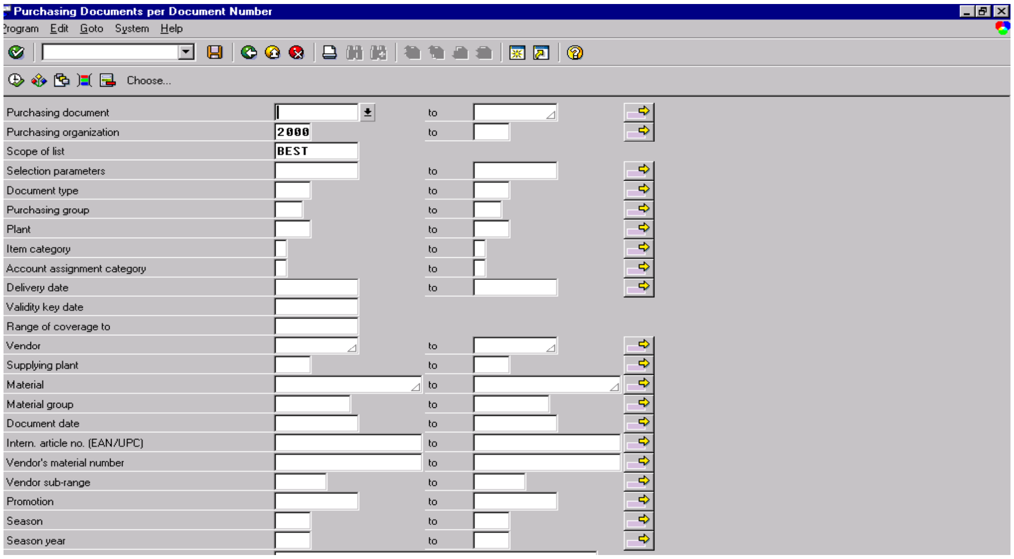
To produce this report/listing of purchase orders where the delivery date has past without full receipt of goods use the following menu path:

LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER > PURCHASE ORDER>LIST DISPLAYS > BY PO NUMBER

Transaction Code: **ME2N**


SAP Easy Access SAP R/3 System
Menu Edit Favorites Extras System Help
Favorites
SAP standard menu
Office
Logistics
Materials Management
Purchasing
Purchase Order
Create
ME22 - Change
ME23 - Display
ME24 - Maintain Supplement
ME28 - Release
MEMASSPO - Mass Maintenance
List Displays
ME2L - By Vendor
ME2M - By Material
For Account Assignment
ME2C - By Material Group
ME2B - By Tracking Number
ME2N - By PO Number
ME2W - By Supplying Plant
MELB - Transactions per Tracking Number
External Services
Reporting
Inbound Delivery

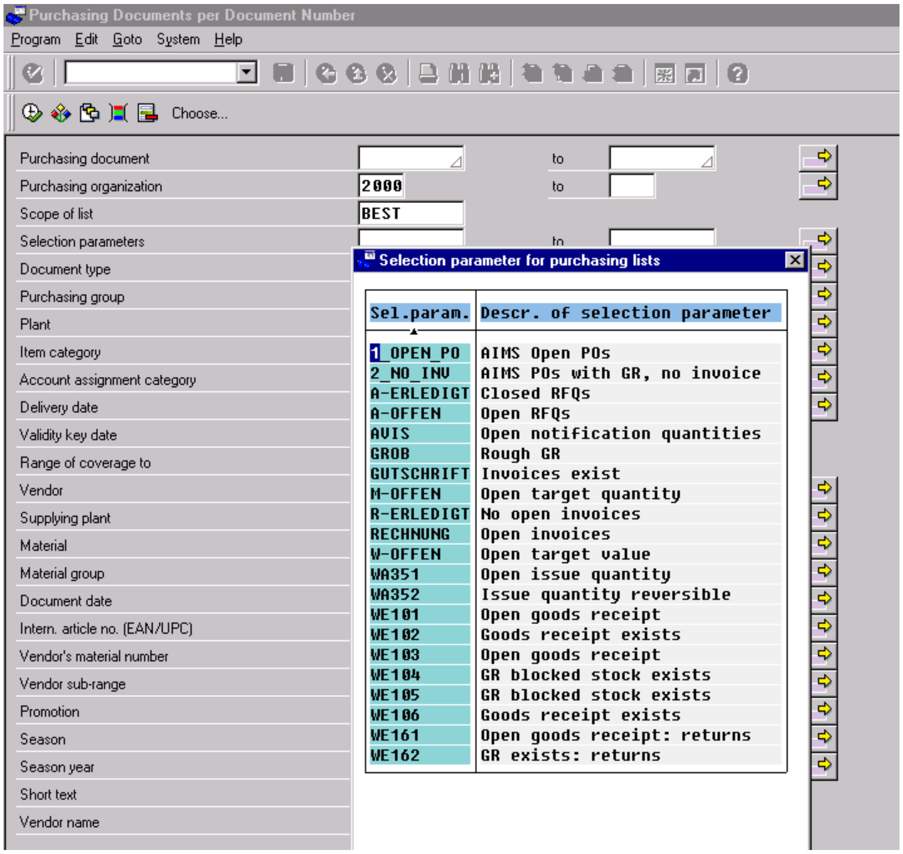
Double click on the Report Name as shown on the screen print above.
The following screen will appear:


Purchasing Documents per Document Number
rogram Edit Goto System Help
Choose...

Purchasing document		to	
Purchasing organization	2000	to	
Scope of list	BEST		
Selection parameters		to	
Document type		to	
Purchasing group		to	
Plant		to	
Item category		to	
Account assignment category		to	
Delivery date		to	
Validity key date			
Range of coverage to			
Vendor		to	
Supplying plant		to	
Material		to	
Material group		to	
Document date		to	
Intern. article no. (EAN/UPC)		to	
Vendor's material number		to	
Vendor sub-range		to	
Promotion		to	
Season		to	
Season year		to	

This screen allows certain parameters to be set.

1. Leave the field “Purchasing Document” blank
2. The field “Purchasing Organization” will default to “2000”
3. The field “Scope of List” should default to “BEST”
4. Using the drop down arrow for the field “Selection Parameters”, select the first item on the list, **1_OPEN_PO (AIMS Open POs)** as shown below.


Purchasing Documents per Document Number
Program Edit Goto System Help
Choose...
Selection parameter for purchasing lists

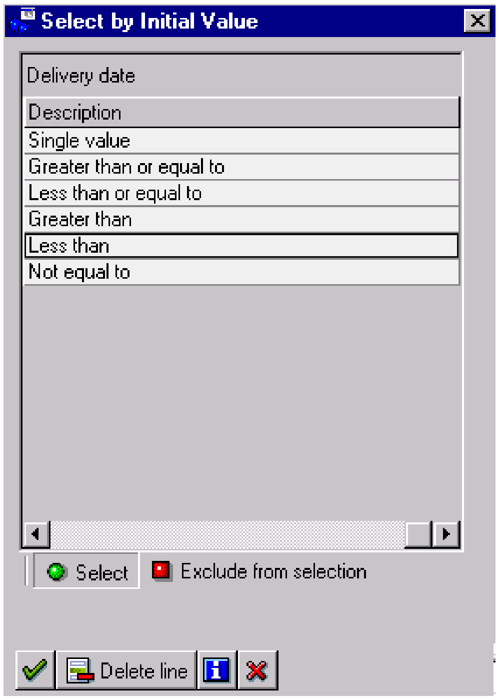
Purchasing document to
Purchasing organization 2000 to
Scope of list BEST
Selection parameters to
Document type
Purchasing group
Plant
Item category
Account assignment category
Delivery date
Validity key date
Range of coverage to
Vendor
Supplying plant
Material
Material group
Document date
Intern. article no. (EAN/UPC)
Vendor's material number
Vendor sub-range
Promotion
Season
Season year
Short text
Vendor name

Sel.param.	Descr. of selection parameter
1_OPEN_PO	AIMS Open POs
2_NO_INV	AIMS POs with GR, no invoice
A-ERLEDIGT	Closed RFQs
A-OFFEN	Open RFQs
AVIS	Open notification quantities
GROB	Rough GR
GUTSCHRIFT	Invoices exist
M-OFFEN	Open target quantity
R-ERLEDIGT	No open invoices
RECHNUNG	Open invoices
W-OFFEN	Open target value
WA351	Open issue quantity
WA352	Issue quantity reversible
WE101	Open goods receipt
WE102	Goods receipt exists
WE103	Open goods receipt
WE104	GR blocked stock exists
WE105	GR blocked stock exists
WE106	Goods receipt exists
WE161	Open goods receipt: returns
WE162	GR exists: returns

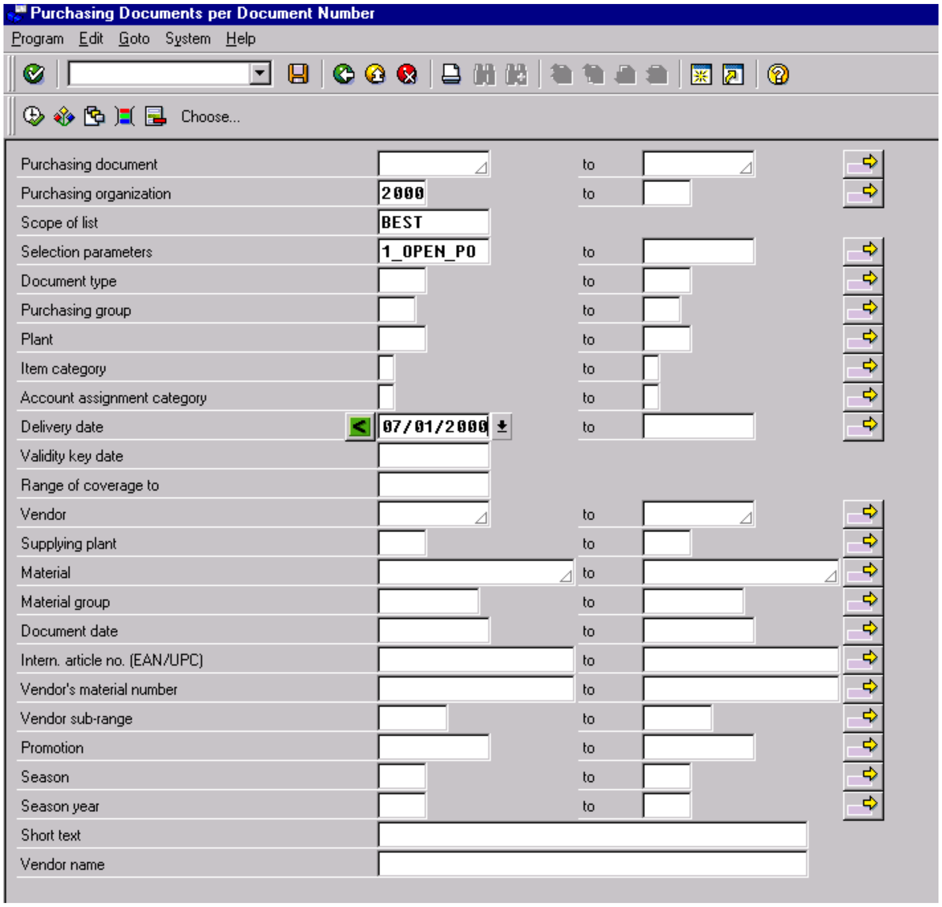
Enter the relevant site in the field labeled “**SITE**”. You may choose to insert an entry into the “Purchasing Group” field if you wish to further refine the search. You may use any of the criteria on this screen and in the dynamic selections to further identify the purchase orders you may wish to search for.

In the field “Delivery Date”, you need to identify the promised delivery date(s) (from the purchase order) that you wish to view. For example, you may wish to view ALL purchase orders with delivery dates that were prior to 1 July 2000. The resulting report will list all purchase orders with delivery dates prior to 1 July 2000 that have NOT been fully received. In our example, we will put 07/01/2000 in the “Delivery Date” field. Using the “selection options” icon, select “less than” Or “<”.

Less than or <


Select by Initial Value
Delivery date
Description
Single value
Greater than or equal to
Less than or equal to
Greater than
Less than
Not equal to
Select
Exclude from selection
Delete line

This will ensure that you will get a listing of all purchase orders with delivery dates "less than" or prior to 07/01/2000.


Purchasing Documents per Document Number
Program Edit Goto System Help
Choose...
Purchasing document
Document type
Purchasing group
Plant
Item category
Account assignment category
Validity key date
Range of coverage to
Vendor
Supplying plant
Material
Material group
Document date
Intern. article no. (EAN/UPC)
Vendor's material number
Vendor sub-range
Promotion
Season
Season year
Short text
Vendor name
to

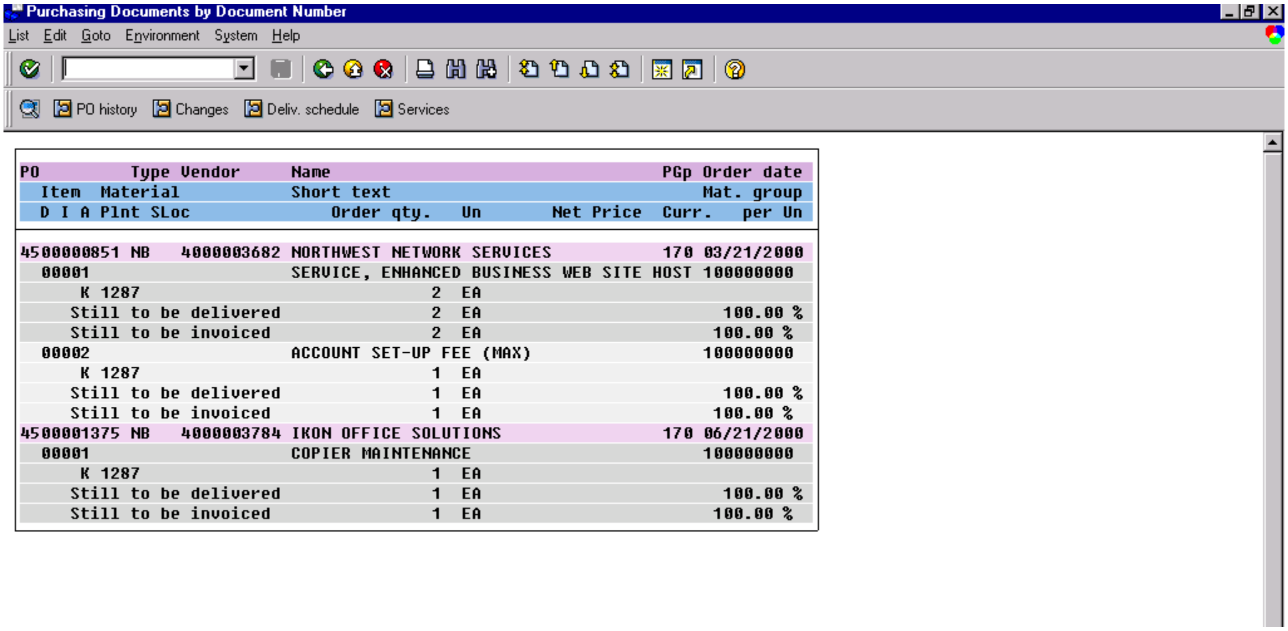
Purchasing organization 2000

Scope of list BEST

Selection parameters 1_OPEN_PO

Delivery date < 07/01/2000

Click the Execute icon.


Purchasing Documents by Document Number
List Edit Goto Environment System Help
PO history
Changes
Deliv. schedule
Services

```
PO          Type Vendor     Name                                    PGp Order date
  Item  Material            Short text                                  Mat. group
  D I A Plnt SLoc               Order qty.  Un        Net Price Curr.    per Un

4500000851 NB   4000003682 NORTHWEST NETWORK SERVICES               170 03/21/2000
  00001                     SERVICE, ENHANCED BUSINESS WEB SITE HOST 100000000
      K 1287                              2  EA
     Still to be delivered                2  EA                         100.00 %
     Still to be invoiced                 2  EA                        100.00 %
  00002                     ACCOUNT SET-UP FEE (MAX)                 100000000
      K 1287                              1  EA
     Still to be delivered                1  EA                         100.00 %
     Still to be invoiced                 1  EA                        100.00 %
4500001375 NB   4000003784 IKON OFFICE SOLUTIONS                    170 06/21/2000
  00001                     COPIER MAINTENANCE                       100000000
      K 1287                              1  EA
     Still to be delivered                1  EA                         100.00 %
     Still to be invoiced                 1  EA                        100.00 %
```

The resulting report, as shown above, should be reviewed very carefully. Requesting officials and/or vendors may need to be contacted to determine the true status of the order. You will also find it necessary to determine whether items on these purchase orders were incorrectly received and invoiced through the "DIRECT INVOICE" method.

After determining the status of the purchase orders, some purchase orders may need to be "deleted/closed". In the case where NONE of the line items have been received, the entire purchase order should be "deleted".

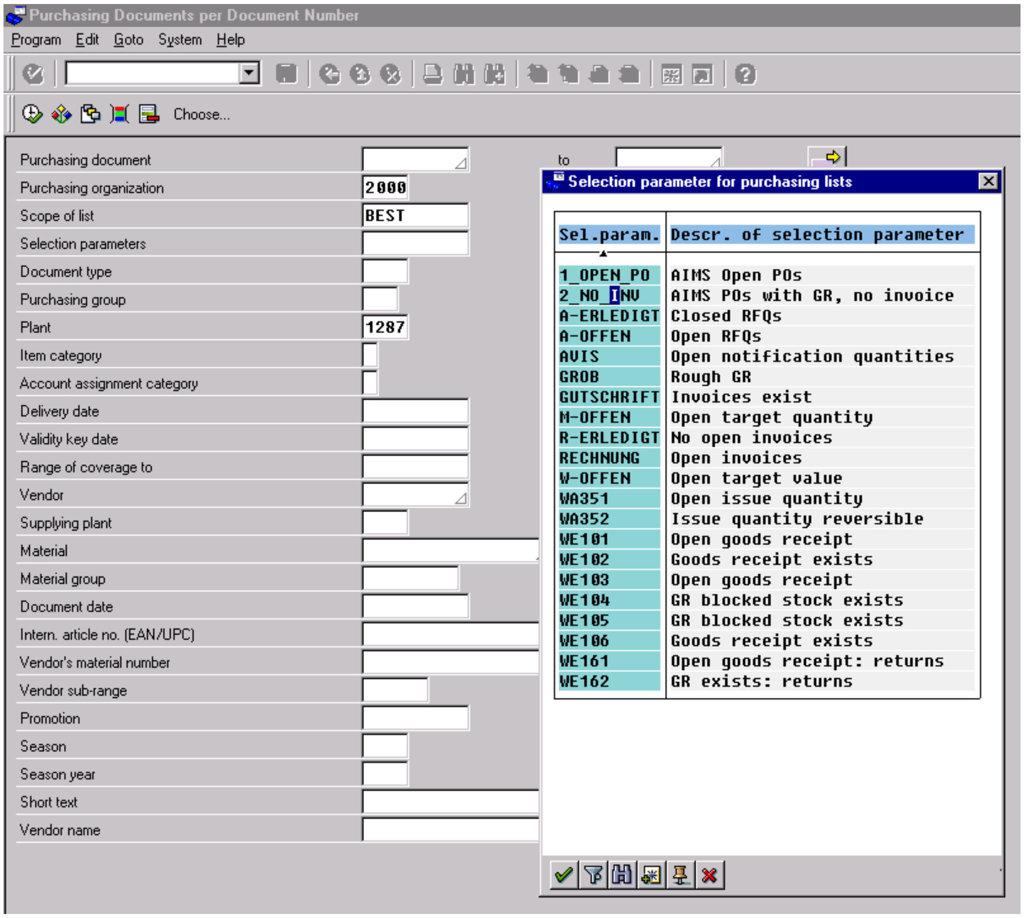
Report Purchase Orders – With Goods Receipt but with No Invoices

Periodically, you will need to review the status of Purchase Orders that have had **Goods Receipts** entered into the system, but have had **NO INVOICE** entered. In some cases, you will need to follow-up by calling the vendor for the invoice and in other cases, you will find that the invoice was actually entered through the "direct invoice" method in error. If this is the case, you must REVERSE the goods receipt in order to reverse the duplicate expense for the items (remembering that at the time of the Goods Receipt, the expense is incurred).

To produce this report (listing) of purchase orders where goods have been received but no invoice has been entered, use the following menu path:

Menu Path: **LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER > PURCHASE ORDER>LIST DISPLAY > BY PO NUMBER**

Transaction code: **ME2N**


Purchasing Documents per Document Number
Program Edit Goto System Help
Choose...

Purchasing document ______ to ______
Purchasing organization 2000
Scope of list BEST
Selection parameters
Document type
Purchasing group
Plant 1287
Item category
Account assignment category
Delivery date
Validity key date
Range of coverage to
Vendor
Supplying plant
Material
Material group
Document date
Intern. article no. (EAN/UPC)
Vendor's material number
Vendor sub-range
Promotion
Season
Season year
Short text
Vendor name

Selection parameter for purchasing lists

Sel.param.	Descr. of selection parameter
1_OPEN_PO	AIMS Open POs
2_NO_INV	AIMS POs with GR, no invoice
A-ERLEDIGT	Closed RFQs
A-OFFEN	Open RFQs
AVIS	Open notification quantities
GROB	Rough GR
GUTSCHRIFT	Invoices exist
M-OFFEN	Open target quantity
R-ERLEDIGT	No open invoices
RECHNUNG	Open invoices
W-OFFEN	Open target value
WA351	Open issue quantity
WA352	Issue quantity reversible
WE101	Open goods receipt
WE102	Goods receipt exists
WE103	Open goods receipt
WE104	GR blocked stock exists
WE105	GR blocked stock exists
WE106	Goods receipt exists
WE161	Open goods receipt: returns
WE162	GR exists: returns

Leave the first field, “Purchasing document” BLANK.

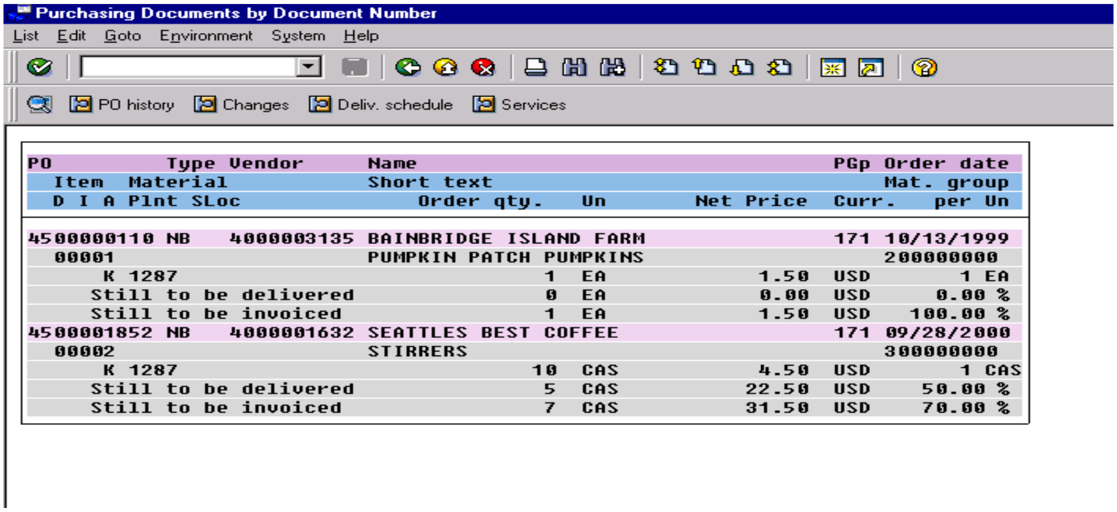
The next field, “Purchasing organization” should default to “2000”.

The next field, “Scope of list” will default to “BEST”.

For the field, “Selection parameters”, using the drop down search arrow, select the second item on the window listing: **2_NO_INV** (AIMS PO’s with GR, No Invoice)

Enter the relevant site number in the “SITE” field. In our example, we have used site number 1287. You may also select a purchasing group, if you wish to further narrow the parameters of your search. (You may use ANY of the criteria on this screen and/or in the Dynamic Selections to further identify the purchase orders you wish to search for)

Click the Execute icon .


Purchasing Documents by Document Number
List Edit Goto Environment System Help
PO history
Changes
Deliv. schedule
Services

```
PO            Type Vendor        Name                                    PGp Order date
  Item   Material                Short text                                  Mat. group
  D I A Plnt SLoc                       Order qty.   Un        Net Price Curr.    per Un

4500000110 NB    4000003135 BAINBRIDGE ISLAND FARM                        171 10/13/1999
  00001                          PUMPKIN PATCH PUMPKINS                        200000000
      K 1287                              1    EA           1.50  USD            1 EA
        Still to be delivered             0    EA           0.00  USD         0.00 %
        Still to be invoiced              1    EA           1.50  USD       100.00 %
4500001852 NB    4000001632 SEATTLES BEST COFFEE                          171 09/28/2000
  00002                          STIRRERS                                      300000000
      K 1287                             10    CAS          4.50  USD            1 CAS
        Still to be delivered             5    CAS         22.50  USD        50.00 %
        Still to be invoiced              7    CAS         31.50  USD        70.00 %
```

The resulting report should be reviewed **VERY** closely. By noting the “order date” in the far right column, you may detect that some items are current and are awaiting invoices from vendors. Vendors may need to be contacted and reminded to submit an invoice in cases where the purchase order appears “old”. You must also ensure that the invoice was not erroneously entered through the “DIRECT INVOICE” method resulting in a doubling of the expense for that item. If this occurs, be sure to reverse the Goods Receipt (through the Logistics module), then “close” out that purchase order so no further goods receipts/invoice can be entered against it.

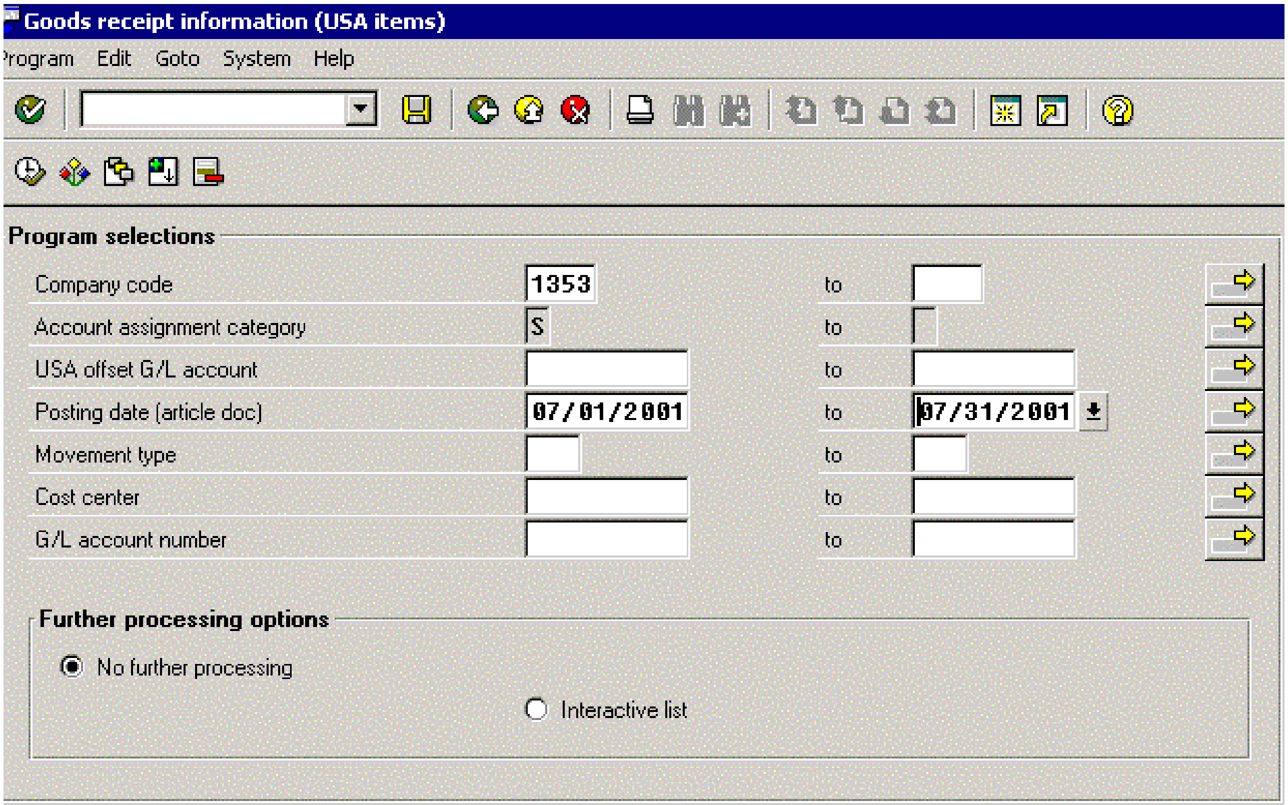
☑ USA Report– PO’s With Goods Receipt

It may be necessary to review the status of USA Items that have been procured through the Procurement module and have been received (using Goods Receipt). The following report may be used for information only, as per USA Procedures (as directed by MWR HQ), the USA offset entry and establishment of the receivable ***cannot be made until the time of invoice verification*** (or time of inputting of the invoice!!) You may find this report useful in an effort to monitor and manage USA purchases or to correct errors prior to invoice/vendor payment.

ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > PERIODIC PROCESSING > INFORMATION SYSTEM > REPORT SELECTION

Transaction Code: **F.97**

SELECT: MONTH END REPORT>GOODS RECEIPT USA OFFSET REPORT


Goods receipt information (USA items)
rogram Edit Goto System Help

Program selections

Company code	1353	to	
Account assignment category	S	to	
USA offset G/L account		to	
Posting date (article doc)	07/01/2001	to	07/31/2001
Movement type		to	
Cost center		to	
G/L account number		to	

Further processing options

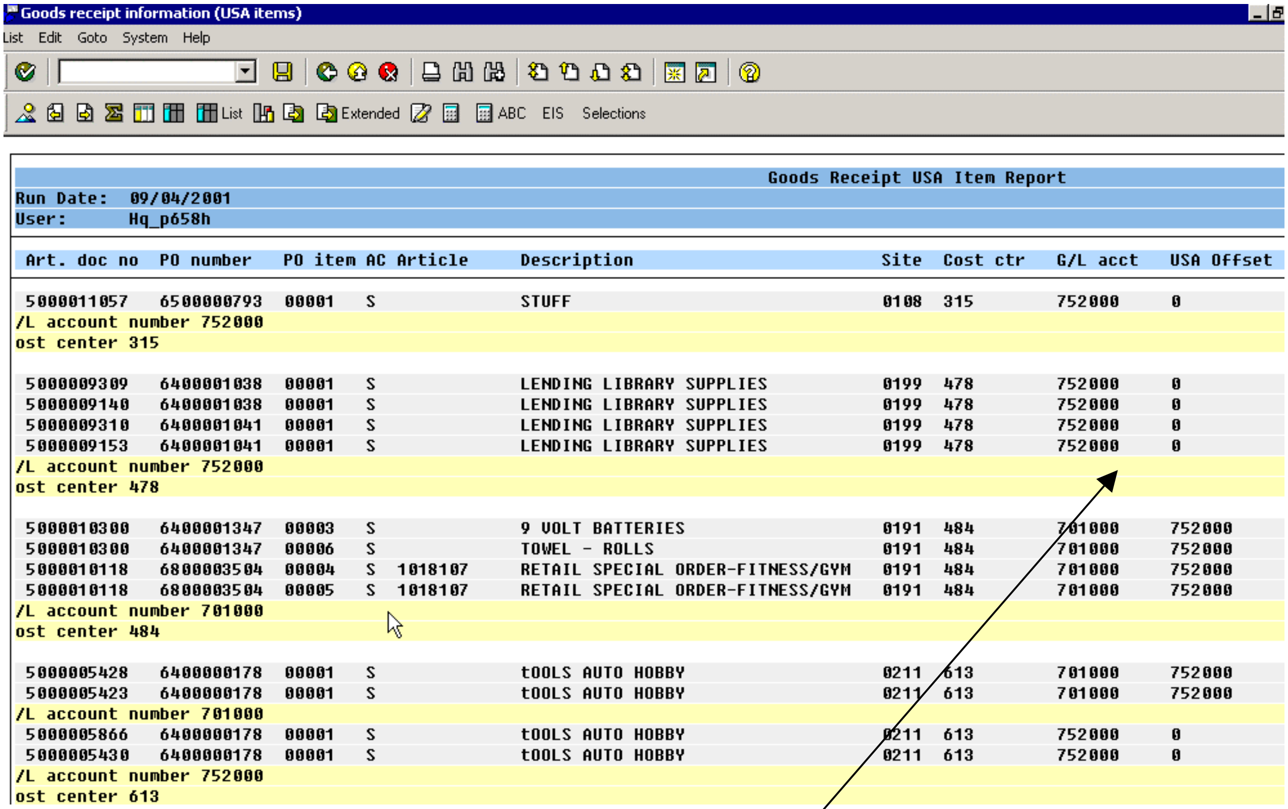
● No further processing

○ Interactive list

.

On the selection screen, simply enter the Company Code (MWR ONLY), and enter “S” in the Account Assignment Category field. ALWAYS remember to enter the date range of the month you are working in. For example, if you are reviewing July 2001 USA purchases, enter the Posting Date (article doc) range of 07/01/01 to 07/31/01. If you want to search more specifically, you can enter a USA Offset Account (the offset account that would be used for setting up the receivable entry) specific posting date, cost center, general ledger account originally entered at time of Purchase Order creation.

After selecting the appropriate criteria, hit “execute”


Goods receipt information (USA items)
List Edit Goto System Help
List
Extended
ABC
EIS
Selections

```
                                                                    Goods Receipt USA Item Report
Run Date:  09/04/2001
User:      Hq_p658h

 Art. doc no  PO number   PO item AC Article    Description                     Site  Cost ctr  G/L acct  USA Offset

 5000011057   6500000793  00001   S             STUFF                           0108  315       752000    0
/L account number 752000
ost center 315

 5000009309   6400001038  00001   S             LENDING LIBRARY SUPPLIES        0199  478       752000    0
 5000009140   6400001038  00001   S             LENDING LIBRARY SUPPLIES        0199  478       752000    0
 5000009310   6400001041  00001   S             LENDING LIBRARY SUPPLIES        0199  478       752000    0
 5000009153   6400001041  00001   S             LENDING LIBRARY SUPPLIES        0199  478       752000    0
/L account number 752000
ost center 478

 5000010300   6400001347  00003   S             9 VOLT BATTERIES                0191  484       701000    752000
 5000010300   6400001347  00006   S             TOWEL - ROLLS                   0191  484       701000    752000
 5000010118   6800003504  00004   S  1018107    RETAIL SPECIAL ORDER-FITNESS/GYM 0191  484       701000    752000
 5000010118   6800003504  00005   S  1018107    RETAIL SPECIAL ORDER-FITNESS/GYM 0191  484       701000    752000
/L account number 701000
ost center 484

 5000005428   6400000178  00001   S             tOOLS AUTO HOBBY                0211  613       701000    752000
 5000005423   6400000178  00001   S             tOOLS AUTO HOBBY                0211  613       701000    752000
/L account number 701000
 5000005866   6400000178  00001   S             tOOLS AUTO HOBBY                0211  613       752000    0
 5000005430   6400000178  00001   S             tOOLS AUTO HOBBY                0211  613       752000    0
/L account number 752000
ost center 613
```

It is important to note that on the Purchase Order, the Facility Manager or Procurement staff should enter the appropriate general ledger expense account for the initial expenditure. Do NOT enter the USA Offset account (752000) on the Purchase Order (if you do you will receive an error!). The report shown above will "PROPOSE" the offset account that should be used if the receivable was set up.

As you can see from the above example, an error was made by the individual creating the Purchase Order (they used the USA Offset General Account number). As a result, the system CANNOT propose the USA Offset account because the error was made. This error should be resolved as soon as possible. To resolve the error, the goods receipt should be reversed (see Section 2: Goods Receipt – Transaction Code MB01 Movement Type 102). The Purchase Order should be corrected (entering a GOOD general ledger account number), then the goods receipt should be redone as well!

This concludes the Procurement part of this manual. As you proceed through the rest of the manual and you have questions regarding procurement, refer back to this part of the guide.